



Bassett Creek Watershed Management Commission

Regular Meeting
Thursday, February 15, 2024
8:30 a.m.

Council Conference Room
Golden Valley City Hall @ 7800 Golden Valley Rd.

MEETING AGENDA

1. CALL TO ORDER and ROLL CALL

2. **PUBLIC FORUM ON NON-AGENDA ITEMS** – *Members of the public may address the Commission about any item not contained on the regular agenda. A maximum of 15 minutes is allowed for the Forum. If the full 15 minutes are not needed for the Forum, the Commission will continue with the agenda. The Commission will take no official action on items discussed at the Forum, except for referral to staff or a Commissions Committee for a recommendation to be brought back to the Commission for discussion/action.*

3. APPROVAL OF AGENDA

4. CONSENT AGENDA (10 minutes)

- A. Approval of Minutes – January 18, 2024 Commission Meeting
- B. Acceptance of Financial Reports
 - i. January (2023 Fiscal Year End)
 - ii. February 2024
- C. Approval of Payment of Invoices
 - i. Keystone Waters, LLC – January 2024 Administration
 - ii. Keystone Waters, LLC – January 2024 Administrative Expenses
 - iii. Barr Engineering – January 2024 Engineering Services
 - iv. Redpath – January 2024 Accounting Services
 - v. Triple D Espresso – Meeting Catering
 - vi. Metro Watershed Partners – 2024 Membership
 - vii. INCase LLC – Watershed Map Contractor
 - viii. Kennedy and Graven – Legal Services
- D. Approval of Reimbursement of Channel Maintenance Funds to City of Plymouth
- E. Approval of Agreement with MMKR for FY23 Financial Audit
- F. Approval to Designate *Finance and Commerce* as the Official News Publication of the BCWMC
- G. Approval to Adopt Data Practices Policy

5. ORGANIZATIONAL MEETING (30 minutes)

- A. Elect Officers
- B. Review Roles and Responsibilities Document and Bylaws
- C. Review 2024 Commission Calendar and Areas of Work
- D. Appoint Committee Members
 - i. Administrative Services Committee
 - ii. Budget Committee
 - iii. Education Committee
 - iv. Plan Steering Committee

- v. Technical Advisory Committee Liaison
- E. Review Open Meeting Law
- F. Discuss Hybrid Commission Meeting Options
- G. Review Year End Financial Report (Feb 1, 2023 - Jan 31, 2024)

6. BUSINESS

- A. Review Plan Steering Committee Recommendations (30 min)
- B. Approval to Appoint Administrator as BCWMC Representative for Watershed Based Implementation Funding Convene Meeting (15 min)
- C. Discuss Commission Review of Wetland Impacts and Buffers (20 min)
- D. Consider Participation in Minnesota Watershed's Legislative Briefing and Day at the Capitol (15 min)

7. COMMUNICATIONS (15 minutes)

- A. Administrator's Report
 - i. Discover Plymouth Event
 - ii. Update on Crane Lake Impaired Waters Listing
 - iii. Update on Watershed Map Project
- B. Engineer
 - i. Update on Schaper Pond 2023 Monitoring
 - ii. Update on Medicine Lake TMDL Assessment Project
- C. Legal Counsel
- D. Chair
- E. Commissioners
 - i. Update on Proposed Medicine Lake No Wake Zone
- F. TAC Members
 - i. Report on February 7th Meeting
 - ii. Appoint Liaison for March 7th Meeting
- G. Committees

8. INFORMATION ONLY (Information online only)

- A. CIP Project Updates www.bassettcreekwmo.org/projects
- B. Grant Tracking Summary and Spreadsheet
- C. Minnesota Watersheds 2023 Strategic Plan Accomplishments
- D. Adopt-a-Drain 2023 Bassett Creek Report

9. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC Education Committee Meeting: Thursday February 29th 4:00 p.m., location TBD
- MN Watersheds Legislative Days: March 6 – 7, 2024: St. Paul www.mnwatersheds.com/legislative-event
- BCWMC Plan Steering Committee Meeting: Thursday March 7th, 8:30 a.m., Location TBD
- BCWMC Technical Advisory Committee Meeting: Thursday March 7th, 10:30 a.m., Location TBD
- Discover Plymouth Event: March 23, 9:00 a.m. – 2:00 p.m.: Plymouth Community Center Fieldhouse



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: February 8, 2024

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 2/15/24 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 – January 18, 2024 Commission Meeting- **ACTION ITEM with attachment**
 - B. Acceptance of Financial Reports - ACTION ITEMS with attachments
 - i. January (2023 Fiscal Year End)
 - ii. February 2024
 - C. Approval of Payment of Invoices - ACTION ITEM with attachments (online) – I reviewed the following invoices and recommend payment.
 - i. Keystone Waters, LLC – January 2024 Administration
 - ii. Keystone Waters, LLC – January 2024 Administrative Expenses
 - iii. Barr Engineering – January 2024 Engineering Services
 - iv. Redpath – January 2024 Accounting Services
 - v. Triple D Espresso – Meeting Catering
 - vi. Metro Watershed Partners – 2024 Membership
 - vii. INCASE LLC – Watershed Map Contractor
 - viii. Kennedy and Graven – Legal Services
 - D. Approval of Reimbursement of Channel Maintenance Funds to City of Plymouth – ACTION ITEM with attachment – At its meeting in October 2022, the Commission approved the use of \$25,099 in Channel Maintenance Funds by the City of Plymouth. An agreement with the city was subsequently executed in April 2023 after project designs were approved by the Commission Engineer. The project is complete and the City of Plymouth is requesting reimbursement of \$25,099. I reviewed the project and expense materials and recommend approval.
 - E. Approval of Agreement with MMKR for FY23 Financial Audit – ACTION ITEM with attachment (full document online) – Staff recommends approving the agreement with and engagement letter from MMKR to perform the FY2023 financial audit. Redpath staff, Plymouth staff, and I will assist with providing auditors with necessary information.
 - F. Approval to Designate Finance and Commerce as the Official News Publication of the BCWMC – ACTION ITEM no attachment – Staff recommends continuing to designate Finance and Commerce as the BCWMC official publication as it covers the entire watershed, and to continue the practice of sending notices to local news outlets (such as the Sun Post) and neighborhood newsletters when appropriate.
 - G. Approval to Adopt Data Practices Policy – ACTION ITEM with attachment (full document online) –

Commission Attorney Anderson recommends annually adopting this policy. There have been no changes to the from the version adopted in May 2020.

5. ORGANIZATIONAL MEETING (30 minutes)

- A. Elect Officers – **ACTION ITEM no attachment** - *The Commission should elect a Chair, Vice Chair, Secretary and Treasurer. Officers hold one-year terms and positions can only be held by commissioners. The Secretary and Treasurer can be combined into one position. Current officers are Chair Cesnik, Vice Chair Welch, and Secretary/Treasurer Sicora.*
- B. Review Roles and Responsibilities Document and Bylaws – **INFORMATIONAL ITEM with attachment** - *The annual organizational meeting is a good time to review the roles and responsibilities of commissioners and alternates, staff, and TAC members. A description of roles and responsibilities was developed and adopted in 2013 and was updated last August (see attached). The organization’s bylaws should also be reviewed at this time. They are available with policy documents online at: <https://www.bassettcreekwmo.org/document/policy-documents>*
- C. Review 2024 Commission Calendar and Areas of Work - **DISCUSSION ITEM with attachment** - *February 1st marks the beginning of the Commission’s business and fiscal year. The attached document shows items the Commission considers annually and/or will consider over the next 12 months. The document also lists the various Commission committees, the approximate timing of committee meetings, and work areas for the committees this year. Please mark your calendars with Commission meeting dates.*
- D. Appoint Committee Members - **ACTION ITEM see Item 5C** - *Committees are an important part of the Commission. Commissioners and Alternate Commissioners should consider participating on at least one committee. Committee meetings will be held in person, the timing of which will depend on availability of members. TAC members and other non-commissioners can also sit on Commission committees. See the document in 5C for a description of committees and their work slated for this year. Current committee members are listed here: <http://www.bassettcreekwmo.org/about/our-members>.*
- i. Administrative Services Committee
 - ii. Budget Committee
 - iii. Education Committee
 - iv. Plan Steering Committee
 - v. Technical Advisory Committee Liaison
- E. Review Open Meeting Law - **INFORMATION ITEM with attachment** - *The attached document is included to remind Commissioners about key provisions of the open meeting law, ways in which the law can be easily broken, and links to further information.*
- F. Discuss Hybrid Commission Meeting Options – **DISCUSSION ITEM with attachment** – *Last fall the Commission directed me to arrange for hybrid commission meetings. The attached memo, which was developed with input from Commission Attorney Anderson, outlines various reasons for hosting hybrid meetings and items to consider for each. The Commission should determine its goals for hosting hybrid meetings and direct staff to develop appropriate parameters for the meetings.*
- G. Review Year End Financial Report (Feb 1, 2023 - Jan 31, 2024) - **INFORMATION ITEM see ITEM 4Bi** - *The Commission is in good financial standing and ended the year in the black when expenses are adjusted with revenue. Including investment earnings, total revenue = \$1,119,000. Because investment*

earnings will be moved to the newly created Special Projects Fund, it's better to look at income excluding investment earnings which totaled \$779,336. Expenses totaled \$774,200 (excluding the Medicine Lake TMDL Assessment funded out of the new Special Projects Fund). While some expenses were higher than budgeted – particularly for the Watershed Plan Development budget line – other areas were under budget resulting in an overall budget surplus.

6. BUSINESS

- A. Review Plan Steering Committee Recommendations (30 min) – **DISCUSSION ITEM with attachment** – *The Plan Steering Committee (PSC) reviewed the discussion notes and key points raised at the January Commission Workshop on the issues and goals for the 2025 Watershed Management Plan. The committee recommends some revisions to issue statements and goals along with other discussion items for the Commission to review. Please see the memo attached.*
- B. Approval to Appoint Administrator as BCWMC Representative for Watershed Based Implementation Funding Convene Meeting (15 min) – **ACTION ITEM with attachment** – *The process for convening entities eligible for Watershed Based Implementation Funds and deciding on how and where the funds should be spent will begin soon. I am requesting to again be appointed as the official representative of the BCWMC in the upcoming convene meetings. Please find more information in the attached memo and fact sheet.*
- C. Discuss Commission Review of Wetland Impacts and Buffers (20 min) – **DISCUSSION ITEM with attachment** – *Recently commissioners have voiced questions about wetland impacts or wetland buffer establishment resulting from development or redevelopment projects reviewed by the Commission Engineer. Because this type of information is not required to be submitted with project plans nor reviewed by the Commission Engineer, Commission staff would like direction on how to proceed. Options include changing the development review process now, or working to incorporate appropriate wetland impact/buffer review within the 2025 Watershed Management Plan. Please see the attached memo with additional considerations.*
- D. Consider Participation in Minnesota Watershed's Legislative Briefing and Day at the Capitol (15 min) – **ACTION ITEM with attachment** – *Each year the Minnesota Watershed organization hosts a legislative event to give watershed board members an opportunity to learn more about the organization's legislative priorities and meet with lawmakers. Registration for the complete event is \$120. I am requesting to attend (for me, the day also includes a quarterly meeting of the MN Association of Watershed Administrators). Commissioners and alternates are encouraged to attend and to contact their legislators to schedule appointments or invite them to the reception on March 6th.*

7. COMMUNICATIONS (15 minutes)

- A. Administrator's Report – **see attachment**
 - i. Discover Plymouth Event
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- Discover Plymouth Event: March 23, 9:00 a.m. – 2:00 p.m.: Plymouth Community Center Fieldhouse



Bassett Creek Watershed Management Commission

Minutes of Regular Meeting

Thursday, January 18, 2024

8:30 a.m.

Golden Valley City Hall, 7800 Golden Valley Road

1. CALL TO ORDER and ROLL CALL

On Thursday January 18, 2024 at 8:32 a.m. Chair Cesnik 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	Dave Anderson	Joan Hauer	
Golden Valley	Paula Pentel	Roxanne Gould	Eric Eckman
Medicine Lake	Clint Carlson	<i>Absent</i>	<i>Absent</i>
Minneapolis	Michael Welch	<i>Absent</i>	Liz Stout, Felicia Merkson
Minnetonka	<i>Absent</i>	Stacy Harwell	Leslie Yetka
New Hope	Jere Gwin-Lenth	<i>Absent</i>	Nick Macklem
Plymouth	Catherine Cesnik	<i>Absent</i>	Ben Scharenbroich
Robbinsdale	Wayne Sicora	<i>Absent</i>	Richard McCoy, Jenna Wolf
St. Louis Park	<i>Absent in person</i>	David Johnston	Erick Francis
Administrator	Laura Jester, Keystone Waters, LLC		
Engineers	Karen Chandler, Stephanie Johnson, Greg Williams - Barr Engineering		
Recording Secretary	<i>Vacant Position</i>		
Legal Counsel	Dave Anderson, Kennedy & Graven		
Presenters/ Guests/Public	Brian Vlach, Three Rivers Park District		
Attended via Zoom	RJ Twiford, St. Louis Park (observer only); Brad Wozney, MN Board of Water and Soil Resources		

2. PUBLIC FORUM ON NON-AGENDA ITEMS

No public comments.

3. APPROVAL OF AGENDA

MOTION: Commissioner Gwin-Lenth moved to approve the agenda. Commissioner Pentel seconded the motion. Upon a vote the motion carried 8-0 with the City of Minnetonka absent from the vote.

4. CONSENT AGENDA

Items 4A, 4D, and 4I were removed from the consent agenda.

MOTION: Commissioner Welch moved to approve the consent agenda as amended. Commissioner Gwin-Lenth seconded the motion. Upon a vote the motion carried 8-0 with the City of Minnetonka absent from the vote.

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

- Acceptance of January 2024 Financial Report
- Approval of Payment of Invoices
- Approval of Resolution 24-01 to Transfer Funds from CIP Account to Administrative Account
- Approval of Resolution 24-02 Transferring Funds from Next Generation Plan Development and Flood Control Project Long Term Accounts to Administrative Fund
- Approval of Resolution 24-03 to Transfer Funds from Administrative Account to Channel Maintenance Fund and Long-Term Maintenance Fund
- Approval of Resolution 24-04 Designating Depositories

4D. Approval of Resolution of Appreciation for Commissioner Anderson

Chair Cesnik read the resolution of appreciation to Commissioner Dave Anderson and noted his important contributions on the Budget Committee.

[Alternate Commissioner Harwell arrives.]

MOTION: Commissioner Gwin-Lenth moved to approve the resolution of appreciation for Commissioner Anderson. Commissioner Carlson seconded the motion. Upon a vote the motion carried 9-0.

4A. Approval of Minutes – December 21, 2023 Commission Meeting

Commissioner Welch noted that when there is a non-unanimous vote, commissioner names rather than the cities they represent should be listed in the voting record. Administrator Jester indicated she would make that revision in the minutes.

Regarding Item 4F from the December minutes (Approval of Hopkins Crossroads Trail Improvement – Minnetonka, MN) Commissioner Welch asked if wetland buffer information was submitted to the Commission Engineer with planning documents. Administrator Jester indicated that member cities are responsible for enforcing the BCWMC wetland buffer requirements and wondered if the Commission Engineer does request the information, what they should do with it. There was discussion about how it might be valuable for the Commission to be assured buffer requirements are being met but that might be duplicative if the city is already doing that. Administrator Jester noted this should be a future agenda item so Commission Engineers have appropriate direction on this matter.

MOTION: Commissioner Pentel moved to approve the December 21, 2023 meeting minutes as amended. Commissioner Gwin-Lenth seconded the motion. Upon a vote the motion carried 9-0.

4I. Approval of Golden Valley 2024 Pavement Management Program Project

Commissioner Welch noted that although this project meets BCWMC requirements it is an example of another linear project submitted without information on how/if the project is impacting water resources. Commission Engineer Chandler noted that they do request information on best management practices and include the information they receive in the review memo. She noted that the MS4 permit is not clear on how to address water quality impacts with linear projects.

MOTION: Commissioner Welch moved approval of the Golden Valley 2024 Pavement Management Program Project. Commission Gwin-Lenth seconded the motion. Upon a vote the motion carried 9-0.

5. BUSINESS

A. Consider Directing Commission Attorney to Update Joint Powers Agreement

Administrator Jester reminded commissioners that the BCWMC Joint Powers Agreement (JPA) among all nine member cities expires January 1, 2025. She noted that although no substantive changes are recommended the Commission Attorney recommends streamlining and reorganizing the document. Commission Attorney Anderson provided more background noting that the original agreement was drafted in 1969 and has not changed too much. He noted that much historical information currently in the document should be removed and saved elsewhere and that the document should be refreshed, updated, and reorganized as it is not currently user friendly.

There was discussion about how commissioners and possibly Commission staff should engage with city officials and how city attorneys would need time to review the proposed revisions as well. Attorney Anderson noted that the updated version of the JPA would likely be brought to the March meeting with the goal of having a complete updated version ready for city officials to review by June. Commissioners noted it might be good to see a version with tracked changes – although it would be very “messy” and may be difficult to review.

Commissioner Welch agreed the document should be updated and that proposed changes should be circulated to cities as soon as possible.

MOTION: Commissioner Welch moved to direct the Commission Attorney to Update the Joint Powers Agreement and to include one specific change to allow commissioners to be financially compensated by the Commission for their meeting attendance. Commissioner Pentel seconded the motion.

Discussion: Commissioner Gwin-Lenth noted the Administrative Services Committee had discussed commissioner compensation as a way to keep commissioners engaged. Commissioner Welch noted that currently cities are able to give per diem compensation to commissioners but that none do.

There was discussion on how to communicate to city officials that aside from allowing compensation to commissioners, no other “substantive” changes are proposed in the document. Attorney Anderson noted that “substantive changes” would be those that provide more authority to the Commission or take away authority from the Commission – a change to powers and authorities. There was some additional discussion about how per diems to commissioners are generally a good idea which helps address equity concerns but will have budget implications.

Commissioner Welch noted that the current motion only directs the Commission Attorney to work on updating the document and that the Commission will have final approval of the document that goes to cities for consideration. He also noted that he would also like to look at whether or not the current JPA gives the Commission regulatory powers.

There was further discussion on how commissioners should see a redline (tracked changes) version of the JPA but that city officials should probably get the proposed version without redlines and with explanations on what changed.

VOTE: Upon a vote the motion carried 9-0.

B. Consider Approval of AIS Prevention Grant Application for Sweeney Lake

Administrator Jester reported that she recently developed and submitted a grant application for a Hennepin County Aquatic Invasive Species (AIS) Prevention Grant which was due January 11th. She provided background noting late last summer Eurasian watermilfoil (EWM) was discovered in Sweeney Lake during a routine plant survey. She reported the Commission’s AIS Rapid Response Plan was used and the EWM plants were treated with herbicide 5 days after discovery. However, another small bed of EWM was found in October which was too late for another herbicide treatment. She noted that because of the newness of the infestation and the relatively small area it covers, eradication from the lake is still possible and that the Commission Engineer developed a plan for plant surveys and EWM treatment in 2024 which was used in the grant application.

Administrator Jester also referred to the AIS policy recommendation approved by the commission in 2017 which indicates that infestations such as this would be considered for commission funding and cooperation in management on

a case by case basis when the AIS negatively impacts water quality or lake ecology. She reported that if awarded, the grant would aid considerably in implementing the plan and that the local match of \$7,100 could be covered by Commission funding or could be partially or wholly covered by other partners.

Alternate Commissioner Harwell noted that expectations with lake residents should be set so they don't necessarily expect eradication and that this could be a case where ongoing control is needed. Alternate Commissioner Gould asked about the impacts of the herbicide on native plants and wildlife. Administrator Jester indicated she would gather that information for her and Engineer Chandler noted that because the herbicide is applied early in the spring, many native plants are not yet growing and thus are not impacted.

MOTION: Commissioner Pentel moved to approve submission of the AIS Prevention Grant application. Commissioner Welch seconded the motion. Upon a vote the motion carried 9-0.

[Chair Cesnik called a 5-minute break.]

C. Review Results of Staff Evaluations

Commissioner Harwell presented a summary of the responses to questionnaires on the performance of Administrator Jester and Commission Engineers. She noted that there were only 6 responses – 3 from commissioners representing 3 cities and 3 from TAC members representing 2 cities. She reported that comments included a note that climate change is and will continue to be a big challenge and that more attention should be given to diversity, equity, and inclusion issues. Additional comments noted that meetings should be kept on point with fewer “rogue” comments.

For Administrator Jester, Alternate Commissioner Harwell noted that strengths included good writing, organization, communication, and collaboration. Areas to work on include coming to the commission for approval before working on items outside normal “day to day” business.

For Commission Engineers, Alternate Commissioner Harwell noted that comments indicate the engineers meet expectations, work well with the administrator, and respond well to questions.

Administrator Jester and Engineer Chandler thanked commissioners and TAC members for their input and indicated they are always happy to receive feedback on their work. Alternate Commissioner Harwell noted that commissioners or others could contact her with additional feedback as well.

6. COMMUNICATIONS

- A. Administrator’s Report - Administrator Jester reminded commissioners that election of officers and committee appointments will be held at the February meeting. And she requested that commissioners consider volunteering at the Discover Plymouth event in March. She also reminded commissioners about the quarterly Metro Watersheds meeting, the latest of which was held the previous Tuesday. There was a brief discussion about the topic presented at the meeting on Low Salt Design. Commissioner Welch noted that low salt design concepts or requirements should be included in the 2025 watershed plan.
- B. Engineer –Commission Engineer Chandler noted that she will report on the 2023 Schaper Pond monitoring results at the next commission meeting.
- C. Legal Counsel – Attorney Anderson noted that the Lagoon Dredging Project contractor finally sent the settlement agreement payment.
- D. Chair – No report
- E. Commissioners – Commissioner Welch reported that the chloride limited liability legislation doesn’t currently have an author and no lead lobbyist.
- F. TAC Members – No report – next meeting is February 7th with Commissioner Pentel as the liaison.
- G. Committees – None

7. INFORMATION ONLY

- A. BCWMC Administrative Calendar
- B. CIP Project Updates www.bassettcreekwmo.org/projects

- C. Grant Tracking Summary and Spreadsheet
- D. WCA Notices Plymouth
- E. Minnesota Watersheds Statewide Survey Results
- F. Minnesota Watersheds Strategic Plan Accomplishments

[Chair Cesnik called for a 5-minute break before starting the Commission workshop.]

[Alternate Commissioner Harwell departs the meeting.]

8. 2025 WATERSHED PLAN DEVELOPMENT WORKSHOP

Chair Cesnik provided an introduction to the workshop, noting the importance of commissioner involvement in the plan development process. She noted the work of the Plan Steering Committee (PSC) over the last several months and noted that the draft goals are based on sound science – often by analysis of the Commission’s data. She indicated that commissioners should review and discuss the draft issue statements and goals and indicate where substantive changes are recommended. She noted this is not a brainstorming nor wordsmithing exercise and that goals should be “SMART” goals – specific, measurable, achievable, relevant, and time based. She noted that Commission staff use the 10-year plan regularly – that it does not just sit on a shelf.

Commissioner Welch underscored that this is a Commission plan – the goals and content of which should be developed by the commissioners and alternates. He noted it’s appropriate to get technical input from TAC members but reiterated that it is a watershed plan, not a city plan.

Commissioners, alternates, TAC members, and Commission staff broke into four small groups to review and discuss issues and goals for about 45 minutes. Then everyone came back together and each small group reported the key parts of their discussions.

There was some whole group discussion about the streambank and lakeshore erosion issues being categorized as “medium” rather than “high.” It was noted that these issues are directly intertwined with the water quality goals and the implementation plan should reflect that. It was also noted that it’s difficult to look out 10 years; the Commission should be responsive to issues as they arise as well.

There was a general consensus among commissioners (and articulated in all small groups) that education and outreach are critical activities across all issues. Alternate Commissioner Hauer advocated for raising the priority level of education issues from low and medium to high. Administrator Jester noted that while education is an important tool, it is difficult to directly measure its impact on water resources.

Chair Cesnik asked how commissioners would like to receive the PSC’s response to the workshop comments. Commissioners would like to review any changes as tracked – likely at the next Commission meeting. There was a comment that strategies/actions should be listed in order of priority.

Commissioners thanked the PSC members for their work and commented that overall the draft issue statements and goals are well written and appropriate – that only finetuning is needed at this point.

9. ADJOURNMENT - The meeting adjourned at 11:33 a.m.

Bassett Creek Watershed Management Commission						
Statement of Financial Position as of 1/31/2024						
Unaudited						
				Capital Improvement Projects	General Fund	TOTAL
ASSETS						
Current Assets						
Checking/Savings						
	·	101 · Wells Fargo Checking		-1,475,093.90	1,928,323.91	453,230.01
	·	102 · 4MP Fund Investment		3,501,986.62	251,742.88	3,753,729.50
	·	103 · 4M Fund Investment		3,533,650.36	-177,121.78	3,356,528.58
		Total Checking/Savings		5,560,543.08	2,002,945.01	7,563,488.09
Accounts Receivable						
	·	111 · Accounts Receivable		0.00	600.67	600.67
	·	112 · Due from Other Governments		52,806.40	-0.26	52,806.14
	·	113 · Delinquent Taxes Receivable		11,396.55	0.00	11,396.55
		Total Accounts Receivable		64,202.95	600.41	64,803.36
Other Current Assets						
	·	114 · Prepays		0.00	2,978.75	2,978.75
	·	116 · Undeposited Funds		0.00	1,500.00	1,500.00
		Total Other Current Assets		0.00	4,478.75	4,478.75
		Total Current Assets		5,624,746.03	2,008,024.17	7,632,770.20
TOTAL ASSETS				5,624,746.03	2,008,024.17	7,632,770.20
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
	·	211 · Accounts Payable		7,844.00	135,704.04	143,548.04
		Total Accounts Payable		7,844.00	135,704.04	143,548.04
Other Current Liabilities						
	·	212 · Unearned Revenue		438,823.00	0.00	438,823.00
	·	251 · Unavailable Rev - property tax		11,396.55	0.00	11,396.55
		Total Other Current Liabilities		450,219.55	0.00	450,219.55
		Total Current Liabilities		458,063.55	135,704.04	593,767.59
		Total Liabilities		458,063.55	135,704.04	593,767.59
Equity						
	·	311 · Nonspendable prepaids		0.00	2,978.75	2,978.75
	·	312 · Restricted for improvements		4,562,582.00	0.00	4,562,582.00
	·	315 · Unassigned Funds		0.00	375,424.57	375,424.57
	·	32000 · Retained Earnings		1,198,999.33	108,188.52	1,307,187.85
		Net Income		440,477.22	350,352.22	790,829.44
		Total Equity		6,202,058.55	836,944.06	7,039,002.61
TOTAL LIABILITIES & EQUITY				6,660,122.10	972,648.10	7,632,770.20
UNBALANCED CLASSES				-1,035,376.07	1,035,376.07	0.00

Bassett Creek Watershed Management Commission				
Actual vs Budget Year to Date Comparison - General Fund				
FY23 Year End -				
	Annual Budget	January	Year to Date	Budget Balance
Ordinary Income/Expense				
Income				
410 · Special Projects Fund	0.00	31,625.98	339,620.56	-339,620.56
411 · Assessments to Cities	617,430.00	0.00	617,430.00	0.00
412 · Project Review Fees	80,000.00	0.00	79,170.50	829.50
413 · WOMP Reimbursement	5,000.00	0.00	4,500.00	500.00
414 · State of MN Grants	0.00	0.00	12,636.26	-12,636.26
415 · Investment earnings	0.00	0.00	0.00	0.00
416 · TRPD Reimbursement	5,000.00	0.00	0.00	5,000.00
417 · Transfer from LT & CIP	68,000.00	0.00	64,340.00	3,660.00
419 · Insurance Dividend	0.00	0.00	359.00	-359.00
420 · Refunds and Reimbursement	0.00	900.00	900.00	-900.00
Total Income	775,430.00	32,525.98	1,118,956.32	-343,526.32
Expense				
1000 · Engineering				
1010 · Technical Services	145,000.00	12,881.00	145,180.68	-180.68
1020 · Development/Project Reviews	80,000.00	5,739.00	76,359.86	3,640.14
1030 · Non-fee and Preliminary Reviews	30,000.00	2,670.00	19,003.38	10,996.62
1040 · Commission and TAC Meetings	15,000.00	420.00	15,198.78	-198.78
1050 · Surveys and Studies	15,000.00	0.00	6,572.00	8,428.00
1060 · Water Quality / Monitoring	105,000.00	29,162.00	98,246.07	6,753.93
1070 · Water Quantity	9,000.00	751.00	7,935.46	1,064.54
1080 · Annual Flood Control Inspection	15,000.00	2,216.00	21,428.36	-6,428.36
1090 · Municipal Plan Review	2,000.00	0.00	1,860.00	140.00
1100 · Watershed Monitoring Program	27,000.00	0.00	22,249.03	4,750.97
1110 · Annual XP-SWMM Model Updates	3,000.00	219.00	1,277.00	1,723.00
1120 · TMDL Implementation Reporting	0.00	0.00	0.00	0.00
1130 · APM/AIS Work	40,000.00	0.00	44,674.84	-4,674.84
1140 · Erosion Control Inspections	0.00	0.00	0.00	0.00
1000 · Engineering - Other	0.00	0.00	0.00	0.00
Total 1000 · Engineering	486,000.00	54,058.00	459,985.46	26,014.54
2000 · Plan Development				
2010 · Next Gen Plan Development	53,250.00	7,343.00	85,774.56	-32,524.56
2000 · Plan Development - Other	0.00	0.00	0.00	0.00
Total 2000 · Plan Development	53,250.00	7,343.00	85,774.56	-32,524.56
3000 · Administration				
3010 · Administrator	78,750.00	5,756.25	70,517.51	8,232.49
3020 · MAWD Dues	7,500.00	0.00	7,500.00	0.00
3030 · Legal	17,000.00	1,815.83	22,296.16	-5,296.16
3040 · Financial Management	14,540.00	2,575.00	15,240.00	-700.00
3050 · Audit, Insurance & Bond	18,700.00	0.00	20,805.00	-2,105.00
3060 · Meeting Catering	2,400.00	0.00	1,934.76	465.24
3070 · Administrative Services	7,240.00	206.53	3,156.21	4,083.79
3000 · Administration - Other	0.00	0.00	0.00	0.00
Total 3000 · Administration	146,130.00	10,353.61	141,449.64	4,680.36
4000 · Education				
4010 · Publications / Annual Report	1,000.00	0.00	1,338.00	-338.00
4020 · Website	1,600.00	0.00	687.16	912.84
4030 · Watershed Education Partnership	18,350.00	0.00	9,500.00	8,850.00
4040 · Education and Public Outreach	28,000.00	3,037.50	18,764.81	9,235.19
4050 · Public Communications	1,100.00	0.00	1,263.52	-163.52
4000 · Education - Other	0.00	0.00	0.00	0.00
Total 4000 · Education	50,050.00	3,037.50	31,553.49	18,496.51
5000 · Maintenance				
5010 · Channel Maintenance Fund	25,000.00	0.00	25,000.00	0.00
5020 · Flood Control Project Long-Term	35,000.00	0.00	35,000.00	0.00
5000 · Maintenance - Other	0.00	0.00	0.00	0.00
Total 5000 · Maintenance	60,000.00	0.00	60,000.00	0.00
6000 · Special Projects				
6010 · Medicine Lake TMDL Assess	0.00	4,541.95	4,541.95	-4,541.95
Total 6000 · Special Projects	0.00	4,541.95	4,541.95	-4,541.95
Total Expense	795,430.00	74,792.11	778,763.15	16,666.85
Net Ordinary Income	-20,000.00	-42,266.13	340,193.17	-360,193.17

Bassett Creek Watershed Management Commission						
Actual vs Budget Year to Date Comparison - Construction in Progress						
1/31/2024 - Unaudited						
	Project Budget	January	Year to Date	Inception to Date Expense	Remaining Budget	
Ordinary Income/Expense						
Income						
· 418 · Property Taxes	0.00	2,922.83	2,170,306.24	0.00	0.00	
· BC2,3,8 · DeCola Ponds B&C Improve	0.00	0.00	0.00	0.00	0.00	
· BC23810 · Decola Ponds/Wildwood Park	0.00	0.00	0.00	0.00	0.00	
· BC5 · Bryn Mawr Meadows	0.00	0.00	2,934.00	0.00	0.00	
· BC7 · Main Stem Dredging Project	0.00	0.00	134,743.00	0.00	0.00	
· BCP2 · Bassett Creek Park & Winnetka	0.00	0.00	0.00	0.00	0.00	
· CL3 · Crane Lake Improvement Project	0.00	0.00	0.00	0.00	0.00	
· CRM · Main Stem Cedar Lk Rd-Dupont	0.00	0.00	0.00	0.00	0.00	
· Fid1 · Flood Control Long Term Maint	0.00	0.00	0.00	0.00	0.00	
· Flood1 · Emergency FCP Income	0.00	0.00	0.00	0.00	0.00	
· LT1 · Metro Blooms Harrison Nghbr CWF	0.00	0.00	0.00	0.00	0.00	
· ML12 · Medley Park Stormwater Treatment	0.00	0.00	0.00	0.00	0.00	
· ML21 · Jevne Park Stormwater Mgmt	0.00	0.00	0.00	0.00	0.00	
· NL2 · Four Seasons Mall Area	0.00	0.00	0.00	0.00	0.00	
· Qual · Channel Maintenance Fund	0.00	0.00	0.00	0.00	0.00	
· SL1,3 · Schaper Pond Enhancement	0.00	0.00	0.00	0.00	0.00	
· SL8 · Sweeny Lake Water Quality	0.00	0.00	32,242.96	0.00	0.00	
· TW2 · Twin Lake Alum Treatment	0.00	0.00	0.00	0.00	0.00	
· WST2 · Westwood Lake Water Quality	0.00	0.00	0.00	0.00	0.00	
Total Income	0.00	2,922.83	2,340,226.20	0.00	0.00	
Expense						
· 1000 · Engineering	0.00	0.00	0.00	0.00	0.00	
· 2017CRM · CIP-Main Stem Cedar Lk Rd-Dupont	0.00	0.00	0.00	768,478.47	-768,478.47	
· 2024-CR-M · CIP-BS Main Stem Restore	1,941,000.00	0.00	45,613.64	104,913.89	1,836,086.11	
· 2026CR-P · Plymouth Creek Restor Dunk 38th	0.00	3,554.50	42,453.87	35,860.37	-35,860.37	
· BC-12 · CIP-CostShare Pur High Eff St S	150,000.00	0.00	0.00	0.00	150,000.00	
· BC-14 · CIP-Sochacki Pk Wter Quality Im	600,000.00	0.00	0.00	0.00	600,000.00	
· BC-238 · CIP-DeCola Ponds B&C	1,600,000.00	0.00	0.00	1,507,985.31	92,014.69	
· BC-2381 · CIP-DeCola Ponds/Wildwood Pk	1,300,000.00	0.00	14,960.00	62,789.39	1,237,210.61	
· BC-5 · CIP-Bryn Mawr Meadows	1,835,000.00	684.00	462,535.65	727,007.95	1,107,992.05	
· BC-7 · CIP-Main Stem Lagoon Dredging	2,759,000.00	810.50	1,001,877.42	2,488,401.04	270,598.96	
· BCP-2 · CIP- Basset Cr Pk & Winnetka	1,123,351.00	0.00	0.00	1,075,698.32	47,652.68	
· ML-12 · CIP-Medley Park Stormwater	1,500,000.00	0.00	3,000.00	95,218.61	1,404,781.39	
· ML-20 · CIP-Mount Olive Stream Restore	178,100.00	0.00	134,942.58	178,100.00	0.00	
· ML-21 · CIP-Jevne Park Stormwater Mgmt	500,000.00	0.00	0.00	56,390.75	443,609.25	
· ML-22 · CIP-Ponderosa Wood Strm Restora	352,000.00	0.00	9,696.43	47,997.24	304,002.76	
· NL-2 · CIP-Four Seasons Mall	990,000.00	0.00	7,767.00	204,215.06	785,784.94	
· PL-7 · CIP-Parkers Lake Stream Restore	485,000.00	63.00	158,488.78	231,335.62	253,664.38	
· SL-3 · CIP-Schaper Pond	612,000.00	2,732.00	18,413.61	486,195.96	125,804.04	
· SL-8 · CIP-Sweeney Lake WQ Improvement	568,080.00	0.00	0.00	568,064.13	15.87	
· TW-2 · CIP-Twin Lake Alum Treatment	163,000.00	0.00	0.00	91,037.82	71,962.18	
Total Expense	16,656,531.00	7,844.00	1,899,748.98	8,729,689.93	7,926,841.07	

Bassett Creek Watershed Management Commission						
Long Term Accounts - General Fund						
Unaudited						
		Total	January	Year	Inception	
		Budget		to-Date	to Date	Remaining Budget
Income	Fid1 · Flood Control Long Term Maint	0.00	0.00	35,000.00	189,421.90	
Expense	Fid2 · Flood Control Long Term Exp	699,980.00	0.00	20,200.00	442,776.41	
Total		699,980.00	0.00	14,800.00	-253,354.51	446,625.49
Income	Flood1 · Emergency FCP Income	0.00	0.00	0.00	0.00	
Expense	Flood2 · Emergency FCP Expense	500,000.00	0.00	0.00	0.00	
Total		500,000.00	0.00	0.00	0.00	500,000.00
Income	Gen · Next gen Plan Development Income	0.00	0.00	0.00	38,000.00	
Expense	Gen1 · Next gen Plan Development Exp	0.00	0.00	9,000.00	20,000.00	
Total		0.00	0.00	-9,000.00	18,000.00	18,000.00
Income	Qual · Channel Maintenance Fund	0.00	0.00	25,000.00	570,000.00	
Expense	Qual1 · Channel Maintenance Expense	0.00	25,099.00	25,099.00	265,837.70	
Total		0.00	-25,099.00	-99.00	304,162.30	304,162.30
Income	TMDL1 · TMDL Studies Income	0.00	0.00	0.00	0.00	
Expense	TMDL2 · TMDL Studies Expense	135,000.00	0.00	0.00	107,850.15	
Total		135,000.00	0.00	0.00	-107,850.15	27,149.85
Income	410 · Special Projects Fund	0.00	0.00	307,994.58	615,989.16	
Expense	410 · Special Projects Fund	0.00	4,541.95	4,541.95	4,541.95	
Total		0.00	-4,541.95	303,452.63	611,447.21	611,447.21

Bassett Creek Watershed Management Commission						
FY24 Statement of Financial Position as of 2/6/24						
Unaudited						
				Capital Improvement Projects	General Fund	TOTAL
ASSETS						
Current Assets						
Checking/Savings						
	·	101 · Wells Fargo Checking		-1,475,093.90	1,928,323.91	453,230.01
	·	102 · 4MP Fund Investment		3,501,986.62	251,742.88	3,753,729.50
	·	103 · 4M Fund Investment		3,533,650.36	-177,121.78	3,356,528.58
Total Checking/Savings				5,560,543.08	2,002,945.01	7,563,488.09
Accounts Receivable						
	·	111 · Accounts Receivable		0.00	600.67	600.67
	·	112 · Due from Other Governments		52,806.40	-0.26	52,806.14
	·	113 · Delinquent Taxes Receivable		11,396.55	0.00	11,396.55
Total Accounts Receivable				64,202.95	600.41	64,803.36
Other Current Assets						
	·	114 · Prepays		0.00	2,978.75	2,978.75
	·	116 · Undeposited Funds		0.00	286,326.13	286,326.13
Total Other Current Assets				0.00	289,304.88	289,304.88
Total Current Assets				5,624,746.03	2,292,850.30	7,917,596.33
TOTAL ASSETS				5,624,746.03	2,292,850.30	7,917,596.33
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
	·	211 · Accounts Payable		7,844.00	139,365.27	147,209.27
Total Accounts Payable				7,844.00	139,365.27	147,209.27
Other Current Liabilities						
	·	212 · Unearned Revenue		438,823.00	0.00	438,823.00
	·	251 · Unavailable Rev - property tax		11,396.55	0.00	11,396.55
Total Other Current Liabilities				450,219.55	0.00	450,219.55
Total Current Liabilities				458,063.55	139,365.27	597,428.82
Total Liabilities				458,063.55	139,365.27	597,428.82
Equity						
	·	311 · Nonspendable prepays		0.00	2,978.75	2,978.75
	·	312 · Restricted for improvements		4,562,582.00	0.00	4,562,582.00
	·	315 · Unassigned Funds		0.00	375,424.57	375,424.57
	·	32000 · Retained Earnings		1,639,476.55	458,540.74	2,098,017.29
Net Income				0.00	284,826.13	284,826.13
Total Equity				6,202,058.55	1,121,770.19	7,323,828.74
TOTAL LIABILITIES & EQUITY				6,660,122.10	1,261,135.46	7,921,257.56
UNBALANCED CLASSES				-1,035,376.07	1,031,714.84	-3,661.23

Bassett Creek Watershed Management Commission				
Actual vs Budget Year to Date Comparison - General Fund				
2/6/2024 - Unaudited				
	Annual Budget	February	Year to Date	Budget Balance
Ordinary Income/Expense				
Income				
410 · Special Projects Fund	0.00	0.00	0.00	0.00
411 · Assessments to Cities	622,500.00	276,791.00	276,791.00	345,709.00
412 · Project Review Fees	77,000.00	8,035.13	8,035.13	68,964.87
413 · WOMP Reimbursement	5,000.00	0.00	0.00	5,000.00
414 · State of MN Grants	0.00	0.00	0.00	0.00
415 · Investment earnings	0.00	0.00	0.00	0.00
416 · TRPD Reimbursement	5,000.00	0.00	0.00	5,000.00
417 · Transfer from LT & CIP	227,840.00	0.00	0.00	227,840.00
418 · Property Taxes	0.00	0.00	0.00	0.00
419 · Insurance Dividend	0.00	0.00	0.00	0.00
Total Income	937,340.00	284,826.13	284,826.13	652,513.87
Expense				
1000 · Engineering				
1010 · Technical Services	145,000.00	0.00	0.00	145,000.00
1020 · Development/Project Reviews	90,000.00	0.00	0.00	90,000.00
1030 · Non-fee and Preliminary Reviews	30,000.00	0.00	0.00	30,000.00
1040 · Commission and TAC Meetings	15,000.00	0.00	0.00	15,000.00
1050 · Surveys and Studies	15,000.00	0.00	0.00	15,000.00
1060 · Water Quality / Monitoring	186,900.00	0.00	0.00	186,900.00
1070 · Water Quantity	9,000.00	0.00	0.00	9,000.00
1080 · Annual Flood Control Inspection	85,000.00	0.00	0.00	85,000.00
1090 · Municipal Plan Review	2,000.00	0.00	0.00	2,000.00
1100 · Watershed Monitoring Program	26,500.00	0.00	0.00	26,500.00
1110 · Annual XP-SWMM Model Updates	3,000.00	0.00	0.00	3,000.00
1120 · TMDL Implementation Reporting	0.00	0.00	0.00	0.00
1130 · APM/AIS Work	40,000.00	0.00	0.00	40,000.00
1140 · Erosion Control Inspections	0.00	0.00	0.00	0.00
1000 · Engineering - Other	0.00	0.00	0.00	0.00
Total 1000 · Engineering	647,400.00	0.00	0.00	647,400.00
2000 · Plan Development				
2010 · Next Gen Plan Development	47,650.00	0.00	0.00	47,650.00
2000 · Plan Development - Other	0.00	0.00	0.00	0.00
Total 2000 · Plan Development	47,650.00	0.00	0.00	47,650.00
3000 · Administration				
3010 · Administrator	78,750.00	0.00	0.00	78,750.00
3020 · MAWD Dues	7,500.00	0.00	0.00	7,500.00
3030 · Legal	26,520.00	0.00	0.00	26,520.00
3040 · Financial Management	17,000.00	0.00	0.00	17,000.00
3050 · Audit, Insurance & Bond	18,700.00	0.00	0.00	18,700.00
3060 · Meeting Catering	2,400.00	0.00	0.00	2,400.00
3070 · Administrative Services	2,570.00	0.00	0.00	2,570.00
3000 · Administration - Other	0.00	0.00	0.00	0.00
Total 3000 · Administration	153,440.00	0.00	0.00	153,440.00
4000 · Education				
4010 · Publications / Annual Report	1,200.00	0.00	0.00	1,200.00
4020 · Website	1,600.00	0.00	0.00	1,600.00
4030 · Watershed Education Partnership	18,350.00	0.00	0.00	18,350.00
4040 · Education and Public Outreach	28,000.00	0.00	0.00	28,000.00
4050 · Public Communications	1,000.00	0.00	0.00	1,000.00
4000 · Education - Other	0.00	0.00	0.00	0.00
Total 4000 · Education	50,150.00	0.00	0.00	50,150.00
5000 · Maintenance				
5010 · Channel Maintenance Fund	25,000.00	0.00	0.00	25,000.00
5020 · Flood Control Project Long-Term	35,000.00	0.00	0.00	35,000.00
5000 · Maintenance - Other	0.00	0.00	0.00	0.00
Total 5000 · Maintenance	60,000.00	0.00	0.00	60,000.00
6000 · Special Projects				
6010 · Medicine Lake TMDL Assess	85,400.00	0.00	0.00	85,400.00
Total 6000 · Special Projects	85,400.00	0.00	0.00	85,400.00
Total Expense	1,044,040.00	0.00	0.00	958,640.00

Bassett Creek Watershed Management Commission						
Actual vs Budget Year to Date Comparison - Construction in Progress						
2024 - Unaudited						
		Project Budget	February	Year to Date	Inception to Date Expense	Remaining Budget
Ordinary Income/Expense						
Income		0.00	0.00	0.00	0.00	0.00
· BC2,3,8 · DeCola Ponds B&C Improve		0.00	0.00	0.00	0.00	0.00
· BC23810 · Decola Ponds/Wildwood Park		0.00	0.00	0.00	0.00	0.00
· BC5 · Bryn Mawr Meadows		0.00	0.00	0.00	0.00	0.00
· BC7 · Main Stem Dredging Project		0.00	0.00	0.00	0.00	0.00
· BCP2 · Bassett Creek Park & Winnetka		0.00	0.00	0.00	0.00	0.00
· CL3 · Crane Lake Improvement Project		0.00	0.00	0.00	0.00	0.00
· CRM · Main Stem Cedar Lk Rd-Dupont		0.00	0.00	0.00	0.00	0.00
· Fld1 · Flood Control Long Term Maint		0.00	0.00	0.00	0.00	0.00
· Flood1 · Emergency FCP Income		0.00	0.00	0.00	0.00	0.00
· LT1 · Metro Blooms Harrison Nghbr CWF		0.00	0.00	0.00	0.00	0.00
· ML12 · Medley Park Stormwater Treatment		0.00	0.00	0.00	0.00	0.00
· ML21 · Jevne Park Stormwater Mgmt		0.00	0.00	0.00	0.00	0.00
· NL2 · Four Seasons Mall Area		0.00	0.00	0.00	0.00	0.00
· Qual · Channel Maintenance Fund		0.00	0.00	0.00	0.00	0.00
· SL1,3 · Schaper Pond Enhancement		0.00	0.00	0.00	0.00	0.00
· SL8 · Sweeny Lake Water Quality		0.00	0.00	0.00	0.00	0.00
· TW2 · Twin Lake Alum Treatment		0.00	0.00	0.00	0.00	0.00
· WST2 · Westwood Lake Water Quality		0.00	0.00	0.00	0.00	0.00
Total Income		0.00	0.00	0.00	0.00	0.00
Expense						
· 1000 · Engineering		0.00	0.00	0.00	0.00	0.00
· 2024-CR-M · CIP-BS Main Stem Restore	1,941,000.00		0.00	0.00	85,495.39	1,855,504.61
· 2026CR-P · Plymouth Creek Restor Dunk 38th	0.00		0.00	0.00	35,860.37	-35,860.37
· BC-12 · CIP-CostShare Pur High Eff St S	150,000.00		0.00	0.00	0.00	150,000.00
· BC-14 · CIP-Sochacki Pk Wter Quality Im	600,000.00		0.00	0.00	0.00	600,000.00
· BC-238 · CIP-DeCola Ponds B&C	1,600,000.00		0.00	0.00	1,507,985.31	92,014.69
· BC-2381 · CIP-DeCola Ponds/Wildwood Pk	1,300,000.00		0.00	0.00	62,789.39	1,237,210.61
· BC-5 · CIP-Bryn Mawr Meadows	1,835,000.00		0.00	0.00	719,548.98	1,115,451.02
· BC-7 · CIP-Main Stem Lagoon Dredging	2,759,000.00		0.00	0.00	1,583,956.84	1,175,043.16
· BCP-2 · CIP- Basset Cr Pk & Winnetka	1,123,351.00		0.00	0.00	1,075,698.32	47,652.68
· ML-12 · CIP-Medley Park Stormwater	1,500,000.00		0.00	0.00	95,218.61	1,404,781.39
· ML-20 · CIP-Mount Olive Stream Restore	178,100.00		0.00	0.00	178,100.00	0.00
· ML-21 · CIP-Jevne Park Stormwater Mgmt	500,000.00		0.00	0.00	56,390.75	443,609.25
· ML-22 · CIP-Ponderosa Wood Strm Restora	352,000.00		0.00	0.00	43,789.81	308,210.19
· NL-2 · CIP-Four Seasons Mall	990,000.00		0.00	0.00	204,215.06	785,784.94
· PL-7 · CIP-Parkers Lake Stream Restore	485,000.00		0.00	0.00	230,076.12	254,923.88
· SL-3 · CIP-Schaper Pond	612,000.00		0.00	0.00	484,309.96	127,690.04
· SL-8 · CIP-Sweeney Lake WQ Improvement	568,080.00		0.00	0.00	568,064.13	15.87
· TW-2 · CIP-Twin Lake Alum Treatment	163,000.00		0.00	0.00	91,037.82	71,962.18
Total Expense	16,656,531.00		0.00	0.00	7,022,536.86	9,633,994.14
Net Ordinary Income		-16,656,531.00	0.00	0.00	-7,022,536.86	-9,633,994.14

From: [Ben Scharenbroich](#)
To: [Laura Jester](#)
Subject: RE: 2023 Channel Maintenance Funds
Date: Thursday, February 1, 2024 10:09:47 AM
Attachments: [Plymouth Creek Bank Stabilization PR. No. 2_MWI Revised PO.pdf](#)
[PlymouthCreekMap.pdf](#)
[Final Plans.pdf](#)
[2022-24 Plymouth Creek Streambank Stabilization v2_approval.pdf](#)

Laura

I am requesting the funds of \$25,099 to be reimbursed for this project. If you need additional information that the project was complete outside of the attached documents, please let me know what you need.

Thank you,
Ben Scharenbroich | Water Resources Supervisor
City of Plymouth
Phone: 763.509.5527

AGREEMENT FOR USE OF BASSETT CREEK WATERSHED MANAGEMENT COMMISSION CHANNEL MAINTENANCE FUNDS

This Agreement is made this 5th day of April, 2023, by and between the Bassett Creek Watershed Management Commission, a Minnesota joint powers organization, ("BCWMC") and the City of Plymouth, a Minnesota municipal corporation ("City");

WHEREAS, the BCWMC has established a program to work in cooperation with member cities to fund channel maintenance projects; and

WHEREAS, the City has applied to the BCWMC for funds for the Plymouth Creek Bank Stabilization project in the City, plans for which are attached hereto as Exhibit A and is made part of this Agreement (the "Project"); and

WHEREAS, the BCWMC is willing to provide funding for the City's Project in accordance with the terms and conditions hereinafter set forth.

NOW, THEREFORE, on the basis of the premises and the mutual covenants hereinafter set forth, the parties hereto agree as follows:

1. The City agrees to undertake and complete the work of the Project as described in the attached Exhibit A, and in accordance with BCWMC's policies regarding such grant projects. The City may request a change in the Project, which may be authorized, in writing, by the BCWMC's Administrator or Engineer.
2. The plans for the Project shall be reviewed by the BCWMC's Engineer, who may approve or require modifications to the Plans. Project design, construction and maintenance will conform to all conditions of approval imposed by the BCWMC.
3. The City shall require that engineers, architects and contractors for the work of each part of the Project have liability insurance in the amount of at least the current statutory limits specified in Minnesota Statutes, Chapter 466, and that the BCWMC and the BCWMC's Engineer are named as additional insureds on such policies. Before commencing construction of the Project, the City shall provide to the BCWMC a Certificate of Insurance demonstrating compliance with this requirement. The Certificate shall provide that the insurance may not be cancelled without giving the certificate holder the same notice of cancellation as is given to the policyholder. The City will require that the contractor defend, indemnify, protect and hold harmless the BCWMC and the City, their agents, officers, and employees, from all claims or actions arising from performance of the work of the Project conducted by the contractor.
4. The City shall undertake, or cause to be undertaken, the Project in accordance with the approved plans. Contracts will be awarded by the City in accordance with all applicable public bidding and contracting requirements including, but not limited to, requiring the contractor to provide performance and payment bonds to the extent required by law. The City will supervise the work of the contractor; however, the BCWMC may observe and review the work of the Project until it is completed. The City will pay the contractor and all other expenses related to the construction of the Project and keep and maintain complete records of such costs incurred.
5. The City shall be responsible for securing, or causing to be secured, all necessary permits for the work of the Project.
6. Upon completion of the work of the Project, the City shall secure record drawings prepared

by the design engineer or architect, with a certification by the Contractor that the work was completed according to the approved plans. A copy of the record drawings and certification shall be forwarded to the BCWMC's Engineer.

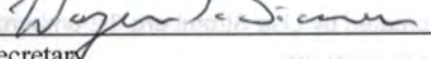
7. The City will submit invoices to the BCWMC, no more frequently than monthly, for partial reimbursement for the work of the Project. Reimbursable expenses include out-of-pocket costs incurred for construction and the costs of design, engineering, and contract administration. Reimbursement will be made subject to the following limitations:
 - a) Total reimbursement for the work of the Project will not exceed \$25,099, and no reimbursement will be made for costs paid to the City by other parties.
 - b) Reimbursements will be made from that part of the BCWMC's Creek and Streambank Trunk System Maintenance, Repair and Sediment Removal Fund (the "Channel Maintenance Fund") allocated to channel maintenance in the City. If the cost of the Project exceeds \$25,099, the City may apply to the BCWMC for additional reimbursement from funds allocated to the City in the Channel Maintenance Fund.
8. Claims by the City for reimbursement shall be accompanied by such proof of costs as may reasonably be requested by the BCWMC, and the books and records of the City shall be available for inspection by the BCWMC upon reasonable notice during normal business hours. If the City intends to seek reimbursement for design, engineering, or contract administration by City staff, it is required to maintain and provide to the BCWMC detailed time records showing daily records of time spent, description of activities, staff personnel involved, and rate of total compensation. Hourly rates charged will include pro-rated salary and fringe benefits in accordance with the schedule of rates attached to this Agreement as Exhibit B, which rates are subject to annual adjustment commensurate with changes in City costs of salary and benefits.
9. The BCWMC shall reimburse the City for eligible expenses in accordance with this Agreement within 45 days of receipt of an invoice therefor, provided the BCWMC determines the invoice contains adequate details to allow reimbursement. If the BCWMC determines an invoice is not adequate, within 10 days of receipt it shall notify the City in writing of the additional information needed to make the invoice complete.
10. This Agreement will terminate on the third anniversary of the effective date of this Agreement, unless extended by mutual agreement of the City and the BCWMC. The BCWMC will have no obligation to reimburse claims not submitted prior to the termination date, or any agreed upon extension.
11. The parties agree that the BCWMC's participation in the Project is limited to the payment of channel maintenance grant funds in accordance with this Agreement. This Agreement does not make the BCWMC a partner, agent or co-venturer in the City's Project and the BCWMC will incur no responsibility or liability for the work of the City's Project.
12. The City will defend, indemnify, protect and hold harmless the BCWMC and its officers, employees, and agents from any claims arising out of the design, construction, or maintenance of the Project, including environmental claims. Nothing herein shall be deemed a waiver of the limitations of liability in Minnesota Statutes, Chapter 466.
13. This Agreement, including the attached exhibits and BCWMC Channel Maintenance Fund policies, contains all negotiations and agreements between BCWMC and City regarding the subject of this Agreement. No other agreements or understandings regarding this Agreement may be used to bind either party.

14. City's books, records, documents and accounting procedures and practices relevant to this Agreement are subject to examination by the State of Minnesota and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.
15. City shall comply with applicable provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION

By: 
Chair

And by: 
Secretary

CITY OF PLYMOUTH

By: Dave Callister
Dave Callister (Apr 5, 2023 10:45 CDT)
Dave Callister, City Manager

Reviewed by:
 Michael Thompson, Public Works Director

Signature: 

Email: mthompson@plymouthmn.gov



Bassett Creek Watershed Management Commission

January 18, 2023

Michael Thompson, P.E.
Public Works Director
City of Plymouth
3400 Plymouth Boulevard
Plymouth, MN 55447

**Re: Plymouth Creek Streambank Stabilization– Plymouth, MN
BCWMC #2022-24**

Dear Mr. Thompson:

We reviewed revised grading, drainage, and erosion control plans for the above referenced project. The proposed project is along Plymouth Creek southeast of the intersection of Quinwood Lane North and 24th Avenue North in Plymouth. The proposed project will be constructed using BCWMC channel maintenance funds and includes stabilizing 280 linear feet of Plymouth Creek. The proposed project does not create any new or fully reconstructed impervious surfaces.

Modifications were made and comments were addressed in accordance with our December 22, 2022 letter and January 9, 2022 email. We find the plans to be in conformance with the policies of the Bassett Creek Watershed Management Plan. The BCWMC approval expires two years from the date of this letter. If the project is not constructed within two years, an additional application and approval will be required.

The plans we reviewed were dated January 10, 2023 (Sheets G-101, G-102, C-101, C-102, C-201, and C-801 to C-804). If you have questions, please contact me at 952-832-2784 (jherbert@barr.com) or Gabby Campagnola at 952-842-3556 (gcampagnola@barr.com).

Sincerely,

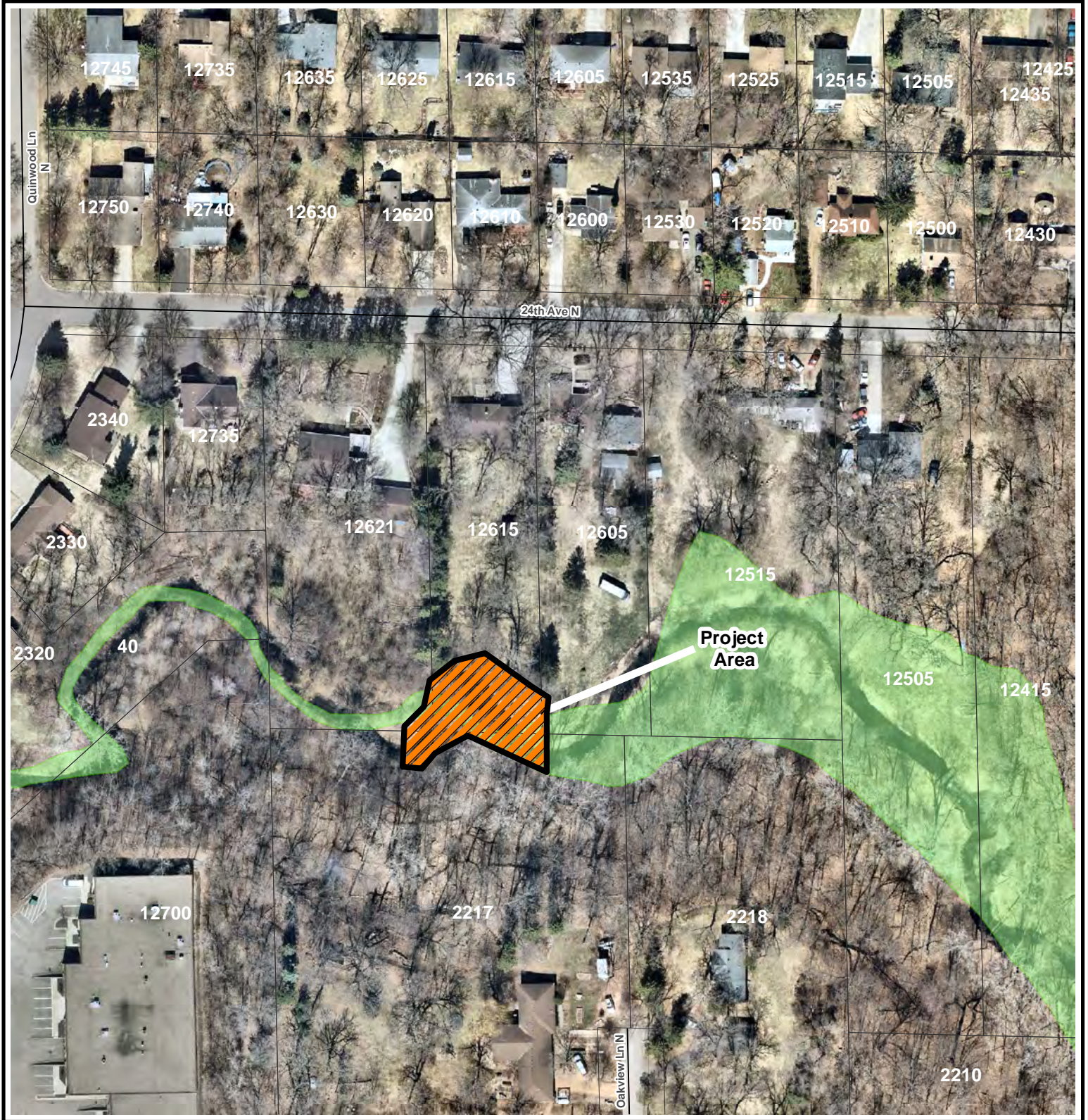
A handwritten signature in blue ink that reads "Jim Herbert".

Jim Herbert, P.E.
Barr Engineering Co.
Engineers for the Bassett Creek Watershed Management Commission (BCWMC)

c: Ben Scharenbroich, City of Plymouth
Lucius Jonett, Midwest Wetland Improvements, LLC

p:\mpls\23 mn\27\2327051\workfiles\plat reviews\2022\2022-24 plymouth creek streambank stabilization\2022-24 plymouth creek streambank stabilization_v2_approval.docx

Plymouth Creek Stream Repair Project

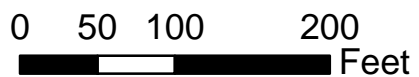


Legend

Parcel Boundaries

Surface Water Resources

Wetland



PROFESSIONAL SERVICES AGREEMENT
ANNUAL AUDIT SERVICES

This Professional Services Agreement (this “Agreement”) is effective on the ____ day of February, 2024 (the “Effective Date”) by and between the Bassett Creek Watershed Management Commission, a Minnesota joint powers organization (the “Commission”), and Malloy, Montague, Karnowski, Radosevich & Co., P.A., a Minnesota business corporation (“MMKR”).

I. SERVICES TO BE PROVIDED. MMKR will perform for the Commission all annual audit services for fiscal year ending on January 31, 2024 (the “Services”), as detailed and further specified in MMKR’s engagement letter proposal, dated January 24, 2024 (the “Proposal”), which is attached hereto as Exhibit A and incorporated into this Agreement as if fully set forth herein. If any terms contained in the Proposal conflict with any terms in the body of this written Agreement, the terms in the Agreement shall prevail. All professional services provided by MMKR under this Agreement shall be provided in a manner consistent with the level of care and skill required by the professional standards that MMKR is obligated to comply with.

II. COST OF SERVICES. In exchange for the Services, the Commission shall pay MMKR pursuant to its standard hourly rates plus out-of-pocket costs, as described and estimated in the Proposal. No additional commissions, fees, or reimbursement shall otherwise be due under this Agreement. Likewise, the Commission shall not be responsible for payment for any work performed by MMKR that is not expressly listed on the Proposal unless otherwise expressly agreed to by the Commission in writing. MMKR shall submit itemized invoices for the Services it provides to the Commission, which shall identify all work completed, and once approved, invoices submitted will be processed and paid in the same manner as other claims made to the Commission. Because the Commission only meets monthly and needs to formally approve all claims at a Commission meeting, it shall have 45 days from the date of any non-disputed invoice to approve and make payment thereon. In no event shall the Commission be liable to MMKR for consequential, incidental, indirect, special, or punitive damages under this Agreement.

III. TERM; TERMINATION. The term of this Agreement shall begin on the Effective Date and end following the provision of and payment for all Services required herein. Notwithstanding any other provision herein to the contrary, this Agreement may be terminated as follows: (1) the parties, by mutual written agreement, may terminate this Agreement at any time; (2) MMKR may terminate this Agreement in the event of a material breach of the Agreement by the Commission, upon providing 30 days’ written notice to the Commission, if the Commission fails to cure said breach within those 30 days; and (3) the Commission may terminate this Agreement at any time at its option, for any reason or no reason at all, upon providing 30 days’ written notice to MMKR. Upon termination, the Commission shall pay MMKR for all Services duly rendered through the date of such termination.

IV. INDEPENDENT CONTRACTOR. All Services provided pursuant to this Agreement shall be provided by MMKR as an independent contractor and not as an employee of the Commission for any purpose. Any and all officers, employees, subcontractors, and agents of MMKR, or any other person engaged by MMKR in the performance of work or services pursuant to this Agreement, shall not be considered employees of the Commission. Any and all actions which arise as a consequence of any act or omission on the part of MMKR, its officers, employees, subcontractors, or agents, or other persons engaged by MMKR in the performance of work or services pursuant to this Agreement, shall not be the obligation or responsibility of the Commission.

V. INSURANCE. MMKR agrees that before any of the Services can be performed hereunder, MMKR shall procure at a minimum: worker's compensation Insurance as required by Minnesota state law; professional liability in an amount not less than \$1,000,000.00 per occurrence and \$2,000,000 in the aggregate; and commercial general liability in an amount of not less than \$1,500,000.00 per occurrence for bodily injury or death arising out of each occurrence, and \$1,500,000.00 per occurrence for property damage. To meet the commercial general liability requirements, MMKR may use a combination of excess and umbrella coverage. MMKR shall provide the Commission with a current certificate of insurance listing the Commission as an additional insured with respect to the commercial general liability and umbrella or excess liability. Such certificate of liability insurance shall contain a statement that such policies shall not be canceled or amended unless 30 days' written notice is provided to the Commission, 10 days' written notice in the case of non-payment.

VI. CONFLICT OF INTEREST. To avoid conflicts of interest and any appearances of impropriety, MMKR shall disclose and discuss any potential conflicts of interest with the Commission as soon as reasonably practicable to ensure adherence to all applicable professional standards.

VII. THIRD PARTY RIGHTS. The Parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

VIII. NOTICES. Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

MMKR: Malloy, Montague, Karnowski, Radosevich & Co., P.A.
5353 Wayzata Blvd, Suite 410
Minneapolis, MN 55416

Commission: Bassett Creek Watershed Management Commission
Attention: Laura Jester
P.O. Box 270825
Golden Valley, MN 55427

or such other contact information as either party may provide to the other by notice given in accordance with this provision.

IX. MISCELLANEOUS PROVISIONS.

A. Entire Agreement. This Agreement shall constitute the entire agreement between the Commission and MMKR, and supersedes any other written or oral agreements between the Commission and MMKR. This Agreement can only be modified in writing signed by the Commission and MMKR.

B. Data Practices Act Compliance. Data provided, produced or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. MMKR will immediately report to the Commission any requests from third parties for information relating to this Agreement. MMKR agrees to promptly respond to inquiries from the Commission concerning data requests.

C. Audit. MMKR must allow the Commission, or its duly authorized agents, and the state auditor or legislative auditor reasonable access to MMKR's books, records, documents, and accounting

procedures and practices that are pertinent to all Services provided under this Agreement for a minimum of six years from the termination of this Agreement.

D. Choice of Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the parties waive any objections to jurisdiction.

E. No Assignment. This Agreement may not be assigned by either party without the written consent of the other party.

F. No Discrimination. MMKR agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion.

G. Severability. The provisions of this Agreement are severable. If any portion of this Agreement is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision will not affect the remaining provisions of the Agreement.

H. Waiver. Any waiver by either party of a breach of any provision of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.

I. Compliance with Laws. MMKR shall comply with applicable federal, state and local laws, rules, ordinances and regulations in effect while rendering services hereunder.

J. Headings. The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit, or affect the scope and intent of this Agreement.

[remainder of page left intentionally blank]

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement which shall take effect on the date first written above.

THE COMMISSION:

MMKR:

By: _____
Its: Chair

By: _____

By: _____
Its: Secretary

Its: _____

Item 4G.
BCWMC 2-15-24
Full document
online

BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

DATA PRACTICES PROCEDURES

Adopted: March 17, 2022

BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

DATA PRACTICES PROCEDURES

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Letter

Private and Confidential Data Maintained by BCWMC A

BASSETT CREEK WATERSHED MANAGEMENT COMMISSION (“BCWMC”) DATA PRACTICES PROCEDURES

I. Introduction.

These procedures are adopted to comply with the requirements of the Minnesota Data Practices Act (the “Act”), specifically Minnesota Statutes Sections 13.025, 13.03, subdivision 2 and 13.05 subdivision 5.

II. Responsible Authority and Data Practices Compliance Official.

The person who is the responsible authority and the data practices compliance official for compliance with the Act is the Administrator. The name and contact information for the responsible authority and data practices compliance official are provided in Exhibit 1.

III. General Overview of the Act.

The Act regulates the handling of all government data that are created, collected, received, or released by a state entity, political subdivision, or statewide system, no matter what form the data are in, or how the data are stored or used.

The Act establishes a system of data classifications that defines, in general terms, who is legally authorized to access government data. The classification system is constructed from the definitions provided in Minnesota Statutes Section 13.02. A table that summarizes the classifications is attached as Exhibit 2.

IV. Access to Public Data.

All information maintained by BCWMC is public unless there is a specific statutory designation that gives it a different classification.

A. People Entitled to Access. Any person has the right to inspect and copy public data. The person also has the right to have an explanation of the meaning of the data. The person does not need to state his or her name or give the reason for the request, unless a statute specifically authorizes BCWMC to request such information. BCWMC may ask a person to provide identifying or clarifying information for the sole purpose of facilitating access to the data. Examples of when identifying information may be requested include, but are not limited to, obtaining a mailing address when the person has requested that copies be mailed or requesting identification when copies have been paid for by check.

B. Form of Request. The request for public data may be verbal or written. The responsible authority may require a verbal request to be made in writing, whenever a written request will assist the responsible authority in performing his or her duties.

C. Time Limits.

- **Requests.** Requests will be received and processed only during normal business hours.
- **Response to Members of the Public.** If a request is made by a member of the public and access or copies cannot be made at the time of the request, copies will be supplied within 10 working days after receiving the request, if feasible. If the copies cannot be prepared within 10 working days, the responsible authority will notify the requester of the anticipated time schedule and the reasons for the delay.
- **Response to Data Subject.** If the request is made by the data subject, the response must be immediate, if possible, or within 10 working days if an immediate response is not possible.

D. Form of Copies. Where public data is maintained in a computer storage medium, the responsible authority must provide copies of the public data in electronic form, upon request, if a copy can reasonably be made in that form. The responsible authority is not required to provide the data in an electronic format or program that is different from the format or program in which the responsible authority maintains the data. The responsible authority may charge a fee for the actual cost of providing the copy.

E. Fees.

- **No Fees Charged.** No fee may be charged for merely inspecting data. An inspection of data includes instances where the responsible authority prints copies of data, when the only method of providing for inspection is to print a copy. The responsible authority may, but is not required to, waive the actual costs associated with responding to a request for the electronic transmittal of less than 100 pages of data if the data is readily available in an electronic format. When copies are requested and a fee is charged for copies, no fee may be charged for time spent separating public from not public data.
- **Fees Charged.** Fees may be charged only if the requesting person asks for a copy or electronic transmittal of the data. Fees will be charged according to BCWMC's standard copying policy, attached as Exhibit 3.

The responsible authority may charge an additional fee if the copies have commercial value and are a substantial and discrete portion of a formula, compilation, program, process, or system developed with significant expenditure of public funds. This additional fee must relate to the actual development costs of the information. The responsible authority may also charge a fee for remote access to data where the data or the access is enhanced at the request of the person seeking access.



Bassett Creek Watershed Management Commission

Roles and Responsibilities Consultants, Commissioners, Technical Advisory Committee, and other Commission Committees

June 2013; updated August 2023

ADMINISTRATOR

1. Implements the strategic direction as set by the Commission.
2. Responds to direction from the Commission.
3. Acts as the primary point of contact and maintains direct communication with Commissioners, TAC members, member cities, consultants, state and local agencies, the public, the media, and other partners (e.g. Met Council, West Metro Water Alliance, Hennepin County, park districts, Metro Blooms, Minnesota Watersheds, etc.).
4. Coordinates logistics, prepares agendas and materials, writes minutes, and attends meetings of the Commission, Technical Advisory Committee, and other Commission Committees.
5. Represents the Commission at various meetings and through correspondence with partners, Minnesota Watersheds, and outside interests or groups.
6. Provides primary coordination during the development of the Watershed Management Plan, policy manuals, Education and Outreach Plan, and other organizational documents.
7. Updates and follows the policy manual in coordination with the Commission, and the Commission engineer, legal counsel, deputy treasurer, and recording secretary,.
8. Coordinates the work of Commission legal counsel, deputy treasurer, and recording secretary as necessary.
9. Communicates the work of the Commission to commissioners, partners, and the public (with assistance, as needed, from Commission engineer and others) including maintaining an updated website, giving interviews and presentations, submitting press releases, tabling at events, etc.
10. Coordinates and oversees work of the Commission Engineer, consultants, contracts and agreements; assists with performance reviews, and reviews all invoices to the Commission.
11. With input from commissioners, the TAC and Commission Engineer develops annual CIP for Commission consideration and keeps CIP "fact sheets" updated.
12. Tracks status of Commission budget, including CIP project budgets and the closed project account, assists with annual financial audit, and coordinates this work with the Deputy Treasurer or contracted accountants.
13. Coordinates administrative tasks related to shepherding capital projects through various processes or through actual project implementation including Plan amendments, Hennepin County approval process, BWSR approval process, permitting, contracting, outreach with community members, etc.

14. Tracks status and reports progress on implementation of CIP projects including reviewing expenses or reimbursement requests; taking or collecting photos before, during, and after construction; assisting with preparation of final report; and keeping project webpage updated.
15. Identifies opportunities and helps to secure grant funding and develop partnerships to accomplish Commission goals, in coordination with Commission Engineer.
16. Tracks progress and implementation of Commission programs and activities including objectives, schedules and budgets in coordination with Commission Engineer.
17. Leads the development of annual budget (in coordination with Budget Committee), annual report, and annual work plan; communicates with Hennepin County regarding maximum and actual annual levy amounts.
18. Prepares annual report and annual plan; maintains website; appropriately notices all public meetings; maintains official records of commissioner appointments; maintains official records, follows records retention schedule and data practices act.

ENGINEER

1. Responds to direction from the Commission and Administrator.
2. Reviews development plans and reports to Commission and member cities on compliance of the plans with regards to Commission review standards, requirements, policies and procedures.
3. Performs erosion control inspections of Commission-approved projects, as needed.
4. Performs inspections of the Commission's flood control project and prepares report with recommendations.
5. Performs inspections of the Commission's CIP projects, as needed or directed and prepares report with recommendations.
6. Develops and writes the Watershed Management Plan in cooperation with the Administrator at the direction of the Commission and with input from the TAC, watershed residents, state agencies, and partners; and assists the Administrator with coordinating certain aspects of Watershed Management Plan development.
7. Represents the Commission on a technical level at various meetings and through correspondence with partners and others as directed by the Commission or Administrator.
8. Provides technical recommendations to the Commission on projects, plans, and monitoring programs.
9. Coordinates and performs (as directed) science-based decisions on water monitoring activities, feasibility studies, project designs and other projects or programs as directed by the Commission.
10. Coordinates with the TAC, helps set TAC meeting agendas, provides meeting materials as needed, and assists Administrator with preparation of TAC memo to Commission.
11. Provides meeting agenda items and meeting materials to the Administrator.
12. Identifies opportunities and helps to secure grant funding and develop partnerships to accomplish Commission goals.

13. Reviews member cities' local water management plans for conformity with Commission plan, as directed by the Commission.
14. Assists Commission with reporting on TMDL implementation progress (including water quality modeling).
15. Maintains and updates the Commission's watershed-wide hydrologic and hydraulic (XP SWMM) model and water quality (P8) model for use in floodplain management and to assess impacts of water quality best management practices.
16. Apprises the Commission of technical innovations in stormwater management and proposed policy/rule/statute changes that could affect the Commission.
17. Stores development/project review files and technical data.

DEPUTY TREASURER

1. Takes direction from the Commission Treasurer and Commission
2. Advises the Commission on financial practices, investments, and depositories
3. Maintains access to Commission accounts including checking and investment accounts
4. Assists with the transfer of funds between accounts in order to maintain appropriate balances in checking account and investment funds
5. Assists with maintaining appropriate collateral on all accounts
6. Assists with developing and implementing the Commission's fiscal policies
7. Assists with and review the annual financial audit
8. Maintains signatory authority for checking account; signs monthly checks as needed

LEGAL COUNSEL

1. Responds to direction from the Commission and Administrator.
2. Reviews or prepares contracts and agreements; makes recommendations to the Commission.
3. Advises the Commission on pertinent legal matters.
4. Represents the Commission in lawsuits or other matters, as necessary.
5. Develops resolutions for Commission action, as requested.
6. Provides meeting agenda items and/or meeting materials to the Administrator.

TECHNICAL ADVISORY COMMITTEE

1. Responds to requests for input from the Commission and Administrator.
2. Acts as a forum for the exchange of ideas between the member cities, presentation of city activities, and one source of ideas for projects, programs, etc. This may help avoid duplication among cities on watershed-wide activities.
3. Acts as a vehicle for communication from member cities to the Commission

4. Provides technical advice and local knowledge to Commission; offers recommended alternatives and solutions.
5. Discusses possible CIP projects and project budgets each year for Commission consideration.
6. Recommends projects to be funded through the Commission's channel maintenance fund for Commission consideration.
7. Reviews recommendations from flood control project and CIP project inspections.
8. Performs other duties as assigned by the Commission.

COMMISSIONER

1. Provides overall direction for the Commission; monitors and controls its function.
2. Establishes policies of the Commission.
3. Directs the development and implementation of the Watershed Management Plan.
4. Adheres to the bylaws and Joint Powers Agreement of the Commission including provisions regarding the appointment of Commissioners.
5. Directs the work of the Administrator, engineer, and legal counsel.
6. Recruits, supervises, retains, evaluates and compensates all consultants to carry out the work of the Commission.
7. Attends Commission meetings or arranges for alternate commissioner to attend if unable to attend and communicates this to the Chair and Administrator.
8. Participates in Committees, as assigned.
9. Takes action each year to set the annual operating budget, set the annual levy amount, review and approve the annual activity report; review and accept the annual financial audit.
10. Conducts regular performance reviews of contractors.
11. Reviews and approves invoices.
12. Makes decisions using sound science pertaining to flooding and water quality for entire watershed.

ALTERNATE COMMISSIONER

1. Attends meetings (most importantly if the primary Commissioner is not able to attend) and engages in all discussions of the Commission.
2. Performs duties of the primary Commissioner (as noted above) when the primary Commissioner is not in attendance at a meeting including making motions, seconding motions, and voting on motions. Motioning and voting is performed by the Alternate Commissioner only when the primary Commissioner is not present.
3. Participates in committees, as assigned.
4. Adheres to the bylaws and Joint Powers Agreement of the Commission including provisions regarding the appointment of Commissioners.

5. Makes decisions using sound science pertaining to flooding and water quality for entire watershed.

ADMINISTRATIVE SERVICES COMMITTEE – meets quarterly or as needed

1. Makes recommendations on overall administration, processes, and administrative details of the Commission.
2. Provides feedback to the Administrator on performance; provides direction for improvement or changes to tasks or priorities.

BUDGET COMMITTEE – meets during budget development; approximately April - June

1. Develops annual draft operating budget in coordination with the Administrator for consideration by the Commission.
2. Assists with developing the “budget detail” to fully describe budget line items.

EDUCATION COMMITTEE – meets as needed

1. Develops and refines the Education and Outreach Plan of the Commission.
2. Assists with carrying out the tasks outlined in the Education and Outreach Plan, in coordination with the Administrator.
3. Represents the Commission at various events and recruits volunteers to assist at events.
4. Makes recommendations to the Budget Committee for annual expenditures in education and outreach tasks.
5. Attends meetings of the West Metro Watershed Alliance and other education-related organizations as needed or directed; and assists the Administrator with coordinating events, publications, and programs that involve and benefit the Commission.

PLAN STEERING COMMITTEE – meets monthly or as scheduled

1. Guides the development of the 2025 Watershed Management Plan (Plan) acknowledging climate change science impacts.
2. Guides the work of the Administrator and Engineer on tasks related to the development of the Plan.
3. Tracks the budget and schedule of the Plan development; recommends adjustments as necessary.
4. Assists with implementing the public input process of the Plan development.

Discusses and reviews sections of the draft Plan; recommends changes and/or submission to the Commission for review.

BCWMC FY2024 Administrative Calendar (Not a complete list of meeting items)	
FEBRUARY 15th 8:30 a.m. Golden Valley City Hall	Elect Officers – Chair, Vice Chair, Secretary, Treasurer
	Appoint Committee Members – Budget, Administrative Services, Education, Technical Advisory Committee liaisons, Plan Steering Committee (see committee descriptions below)
	Review year-end financial report
	Designate <i>Finance and Commerce</i> as the Official News Publication of the Commission
	Adopt Data Practices Policy
	Review of open meeting law and hybrid meeting options
	Review Roles and Responsibilities Document and Bylaws
	Approve engagement letter for 2023 financial audit
	Discuss Plan Steering Committee Recommendations
	Discuss wetland impact and buffer reviews
MARCH 21st 8:30 a.m. Golden Valley City Hall	Review Technical Advisory Committee (TAC) Recommendations on 5-year Capital Improvement Program and Hydrologic Model Updates
	Review updated JPA
	Receive presentation on Haha Wakpadan Oral History Project
	Discuss creek co-naming idea
	Review draft land or water acknowledgement statement
	Approve agreements for Curly-leaf Pondweed control with herbicide contractor and with Three Rivers Park District (TRPD) for Medicine Lake cooperation
APRIL 18th 8:30 a.m. Golden Valley City Hall	Review 2023 Annual Report
	Review 2023 Water Monitoring results
	Review printed watershed map; approve for printing
MAY 16th 8:30 a.m. Golden Valley City Hall	Review draft feasibility study for Plymouth Creek Restoration Project
	Approve not to waive monetary limits on municipal tort liability
	Review 2025 draft operating budget
	Consider scope and budget for 2026 CIP project feasibility studies

JUNE 20th 8:30 a.m. Golden Valley City Hall	Approve revised JPA and submit to cities
	Review final feasibility study for Plymouth Creek Restoration Project
	Approve Proposed 2025 Operating Budget and submit to cities for review
	Approve maximum 2025 levy request for Hennepin County
	Accept financial audit
JULY 18th 8:30 a.m. Golden Valley City Hall	Set Public Hearing for September 19 th on 2025 CIP project: Plymouth Creek Restoration Project
	Consider Resolutions for MN Association of Watershed Districts
AUGUST 15th 8:30 a.m. Golden Valley City Hall	Approve final 2025 Operating Budget
	Finalize resolutions for consideration by Minnesota Watersheds Resolutions Committee
SEPTEMBER 19th 8:30 a.m. Golden Valley City Hall PUBLIC HEARING	Hold public hearing on 2025 CIP project: Plymouth Creek Restoration Project
	Enter agreement with Plymouth for implementation of Plymouth Creek Restoration Project
	Certify final 2025 levy costs to Hennepin County
OCTOBER 17th 8:30 a.m. Golden Valley City Hall	Review status of 2024 Operating Budget
	Consider Administrator and Commissioner attendance at MN Watersheds Conference
WEDNESDAY NOVEMBER 20th 8:30 a.m. Golden Valley City Hall	Appoint MN Watersheds Annual meeting delegates
	Review MN Watersheds resolutions
	Discuss staff evaluation process and solicit for engineering and legal services proposals
	Review final report on Medicine Lake TMDL Assessment Project

DECEMBER 19th 8:30 a.m. Golden Valley City Hall	Receive update on MN Watersheds Annual Meeting
	Update contract for website services and WOMP services
January 16, 2025 8:30 a.m. Golden Valley City Hall	Resolutions transferring funds for FY24
	Review staff evaluation results
	Approve consulting services contracts (engineering, legal, administration, financial services)

CONTRACTS and AGREEMENTS	<p>Met Council – Watershed Outlet Monitoring Program (WOMP)</p> <p>Met Council – Citizen Assisted Monitoring Program (CAMP)</p> <p>Stantec – WOMP monitoring</p> <p>HDR – Website maintenance and hosting</p> <p>Keystone Waters – Administrator</p> <p>City of Plymouth – Financial Services</p> <p>Barr Engineering – General Technical Services</p> <p>Kennedy & Graven – Legal Services</p> <p>MMKR – Financial Audit</p>
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BCWMC Committees	
<p>Budget Committee</p> <p>Meetings: March April Additional as needed</p>	<p>KEY ROLE: Develop annual Operating Budget & City Assessments</p> <ul style="list-style-type: none"> • Review ideas and staff recommendations for 2025 programs/budget items • Develop and recommend 2025 operating budget and city assessments • Timeline: <ul style="list-style-type: none"> ○ March and April committee develops recommendation on 2025 budget ○ May Commission meeting: submit draft recommendations ○ June Commission meeting: approval of proposed 2025 budget/assessments ○ July 1 – August 1: Cites review proposed budget/assessments and provide comments ○ August Commission meeting: final approval of 2025 budget/assessments
<p>Education Committee</p> <p>Meetings: Scheduled as needed</p>	<p>KEY ROLE: Develop annual Education and Outreach Plan, assist with outreach and education events</p> <ul style="list-style-type: none"> • Discuss options for education programs, trainings, and partnerships • Revise and reprint watershed map • Collaborate with Utepils on creek signage • Develop 2025 education and outreach plan and present at March or April Commission meeting <ul style="list-style-type: none"> ○ Assist with implementation of plan, as needed ○ Assist with outreach at education events • Review education and outreach plan for 2025 Watershed Plan • Represent Commission on West Metro Water Alliance
<p>Administrative Services Committee</p> <p>TBD</p>	<p>KEY ROLE: Guide development of policy and overall processes of Commission; evaluate staff</p> <ul style="list-style-type: none"> • Assist with revisions to the Joint Powers Agreement, as needed

	<ul style="list-style-type: none"> • Evaluate staff and report results • Develop plans for enhanced commissioner engagement
<p>Technical Advisory Committee Meets at 10:30 on the first Wednesday of the month, Wirth Lake Room, Brookview</p>	<p>KEY ROLE: Provide guidance and recommendations and assist with developing policies related to technical aspects of Commission projects and activities.</p> <ul style="list-style-type: none"> • Recommend projects and assist with development of 2026 - 2030 Capital Improvement Program • Review results of projects or studies as requested by Commission • Participate in Plan TAC for 2025 Watershed Plan development
<p>Plan Steering Committee Meets monthly first Wednesday of the month at 8:30 a.m., Wirth Lake Room, Brookview</p>	<p>KEY ROLE: Guide the development of policies, programs, and activities in the 2025 Watershed Management Plan</p> <p>This committee is digging into the details and developing goals, policies, programs, and project for the watershed management plan including:</p> <ul style="list-style-type: none"> • Review materials, background, and options in preparation for monthly committee meetings • Participate in monthly meetings, providing feedback and thoughtful dialogue • Present recommendations to whole Commission at regular meetings and during special workshops • Participate in occasional meetings with broader Planning Technical Advisory Committee (TAC) including cities and state review agencies and partners



Bassett Creek Watershed Management Commission

General Provisions of Open Meeting Law

- I. What is the open meeting law and why is it important?
 - a. Section 13D of Minnesota State Law
<https://www.revisor.mn.gov/statutes/?id=13D>
 - b. Ensures that meetings of governing bodies are conducted in public where public has access to decision making process
 - c. Prohibits actions or discussions from taking place in secret where it's impossible for the public to be fully informed about decisions or to detect improper influences
 - d. Protects government officials from accusations that business was conducted improperly

- II. What groups must abide by the open meeting law?
 - a. Best answer = all governing bodies and committees
 - b. Examples = city councils, county boards, soil and water conservation district boards, watershed district boards, watershed management organization boards, town boards, governing boards of school districts
 - c. Also applies to committees of governing bodies

- III. When does the open meeting law apply?
 - a. Safe answer = always
 - b. Quorums of any governing bodies or committee of the governing body
 - i. Quorum = minimum number of members required to be present to legally conduct business, usually a majority
 - c. Any time a quorum gathers to discuss, decide, or receive information about the official business or work of the governing body
 - d. Even when formal action is not being taken
 - e. Does NOT apply if group is getting together socially and NOT discussing official business (but be careful - it's easy and natural to discuss official business)

- IV. What are the key requirements of the open meeting law?
 - a. Meeting notices are required for regular, special, emergency, and closed meetings
 - b. Meetings must be open to public, in a public space
 - c. Meetings must be within borders of governing body's jurisdiction
 - d. Meeting materials must be available to public at the meeting
 - e. Meeting notes including voting record must be maintained and available to the public (usually in the form of meeting minutes)

- V. How does the open meeting law apply to the use of telecommunication technology?
- a. Except under special exceptions, officials cannot “attend” meetings by phone
 - b. Can use interactive technology (such as Skype) if:
 - i. All officials can see and hear each other
 - ii. Members of the public at the meeting can see and hear all officials
 - iii. Off-site officials are located in a place accessible to the public
 - iv. At least one official is at the regular meeting location
 - v. Proper notice was given regarding the location of off-site officials
 - c. Use of telecommunication technology tends to disrupt the meeting
 - d. An exception to these general rules exists which allows for meetings to be conducted by telephone or through other electronic means during a health pandemic or a state or local emergency if in-person meetings are not otherwise practical or prudent (the Commission has been operating under this exception for almost two years)
- VI. How is the open meeting law most often broken?
- a. Email use or texting among officials can be problematic
 - i. Serial emails from one official to another and another, essentially discussing an issue
 - ii. Using “reply all” on an email to all officials of a governing body (avoid this problem by using “blind copy” on emails to group of officials)
 - b. Failure to properly notice a meeting
 - c. Officials wanting to call into a meeting
 - d. Officials gathering for social functions and discussing official business (again, this tends to naturally happen)
- VII. What are the exceptions to the open meeting law?
- a. There are seven exceptions that allow a governing body to go into a closed session: (1) labor negotiations; (2) performance evaluations; (3) attorney-client privilege; (4) discuss the purchase or sale of property; (5) discuss security reports; (6) discuss misconduct allegations; and (7) discuss certain not-public data
 - b. Each exception above has specific rules and procedures and so before closing a meeting pursuant to an exception, the governing body should consult with legal counsel
- VIII. Violations can subject officials to litigation and personal liability, including fines, other fees and costs, and even forfeiture of office

For further reading:

Information Brief from MN House of Representatives on MN Open Meeting Law
<http://www.house.leg.state.mn.us/hrd/pubs/openmtg.pdf>

MN Statutes Chapter 13D. Open Meeting Law
<https://www.revisor.mn.gov/statutes/?id=13D>



Bassett Creek Watershed Management Commission

MEMO

To: BCWMC Commissioners and Alternate Commissioners
From: Administrator Jester
Date: February 6, 2024

RE: Discussion on Hybrid Commission Meetings

At the meeting in October 2023, the Commission directed me to work with Golden Valley staff to arrange for hybrid Commission meetings because the Golden Valley Council Conference Room was updated with audio and visual equipment to accommodate hybrid meetings. The January Commission meeting included a hybrid option for limited attendees and it seemed to work well. The Commission should determine the purpose of offering hybrid meetings and potential parameters for their use.

There are different reasons for hosting hybrid meetings:

1. Staff, Contractors, TAC Members: Allow staff, contractors, and TAC members to participate in the meeting remotely, including giving presentations from an offsite location. This would save expenses because contractors would not have to travel to a meeting or attend parts of the meeting not pertaining to their subject matter. Further, it would allow staff or others who may be ill or caring for family members to "attend" all or part of the meeting. Finally, it would save time for TAC members who may wish to multitask and listen to the meeting in a more passive sense.
2. Commissioners:
 - a. Allow commissioners to attend the meeting remotely without participating. For example, commissioners who are out of town or must stay home could listen to the meeting to stay apprised of Commission business but would not be able to participate in the discussion.
 - b. Allow commissioners to participate in the meeting remotely. This option creates several legal and logistical hurdles in order to comply with the open meeting law and it may not be worthwhile since every city has an appointed alternate. If commissioners were to participate remotely, they would be required to be in an open and publicly accessible location so that members of the public can access the offsite meeting. The official meeting notice (including the online calendar and distributed meeting notices) must include the address of the offsite public location and be posted at least three days in advance of the meeting. The offsite commissioner must always have video turned on so that everyone in the regular meeting location can both see and hear all commission discussions. If there are connectivity issues or video is not working, the commissioner would not be able to participate in the meeting in any fashion. Finally, if a participating commissioner is located offsite, all votes would need to be taken by roll call voice vote. Although use of hybrid meetings for commissioner participation is legally permissible when adhering to the various requirements, Commission Attorney

Anderson and I believe that it would create various legal and logistical issues and decrease meeting efficiency.

3. Members of the Public: Allow the public to participate in the meeting remotely. (By law, if offsite commissioners plan to participate in a meeting (2b above), then if practical, the public must also be given the opportunity to monitor that meeting remotely.) Even if no commissioners are participating remotely, there may be a desire for the Commission to allow for remote attendance/participation from the public. The Commission could use its current format of allowing for public comments on non-agenda items at the beginning of the meeting. And, developers or other project proposers with items on the consent or business agenda could attend remotely just for their specific item. Allowing public participation does have its own risks and challenges as it may invite offsite participants to say and show inappropriate content, which unfortunately is becoming a somewhat common occurrence during public meetings. This has happened recently with some cities and even one watershed district. If remote public participation is desired, the Commission should work with Commission Attorney Anderson to develop some lawful parameters and tools to encourage appropriate participation on issues that are relevant to the watershed, which will require some further discussion due to First Amendment jurisprudence.

Another thing to consider: if hybrid meetings are conducted for any of the above purposes, the meeting could be recorded and posted online for those who might wish to listen another time. The Ramsey Washington Metro Watershed District hosts hybrid meetings for reasons presented in #1, #2a, and #3 above. They also record the meetings and include a video timestamp in the meeting minutes for each agenda item to aid in viewing/listening to particular items.



Bassett Creek Watershed Management Commission

MEMO

To: BCWMC Commissioners and Alternate Commissioners
From: Administrator Jester on Behalf of Plan Steering Committee
Date: February 8, 2024

RE: Plan Steering Committee Recommendations Following January Commission Meeting

On January 18th the BCWMC held a commission workshop on issue statements, desired future conditions, and 10-year goals for several issues proposed for the 2025 Watershed Management Plan. After a brief overview of the planning process, attendees broke into four small groups to discuss the Plan Steering Committee's recommendations. Then the full group came back together to report on small group discussions and discuss some items in the larger group. A complete set of workshop notes is found [here](#) which were reviewed by the Plan Steering Committee.

At their meeting on February 7th, the Plan Steering Committee developed the following recommendations in response to the input received at the workshop.

- A. Revisions to issues and goals (shown with tracked changes in [this document](#))
 - i. Add goal under impaired waters: Maintain or improve fish index of biologic integrity for Medicine Lake. [Medicine Lake is the only waterbody in BCWMC eligible for a potential fish bioassessment goal due to its size.]
 - ii. Revise chloride issue statement: High chloride loading from ~~over~~use of winter deicers across the Bassett Creek watershed negatively impacts lakes streams, and groundwater water quality.
 - iii. Revise language in the third goal to match language in similar goals: ~~Protect~~ Maintain current conditions or improve water quality in priority lakes meeting State eutrophication standards, currently these lakes are: Cavanaugh Pond, Crane Lake, Parkers Lake, Sweeney Lake, Twin Lake, Westwood Lake, Wirth Lake
- B. Clarify in the goals section that the term "priority lake" refers to both priority 1 and priority 2 lakes.
- C. Revisit lake classifications that were developed for 2015 Plan ([Appendix C](#)) to make sure they are still appropriate.

- D. Keep priority level of “medium” for the following issues. The PSC reminds commissioners that while the Commission can do a lot – it can’t do everything everywhere and that if everything is classified as a high priority, then nothing is really a high priority.
- i. Streambank and gully erosion: Streambank and gully erosion is closely tied to the high priority issues and goals for impaired waters. Addressing streambank and gully erosion could be viewed more as a tool or strategy to address water resource issues but the PSC believes it should remain a standalone issue at a medium priority level. Although in a broad sense the issue is a medium priority, in some cases it may be determined that eroding streambanks or gullies contribute high amounts of pollution to a priority waterbody and therefore would be a high priority to address.
 - ii. Lakeshore erosion: Lakeshore erosion is also closely tied with high priority impaired waters issues and goals, and addressing lakeshore erosion may be viewed as a tool or strategy rather than a standalone issue. Again, it’s possible that subwatershed assessments may determine that addressing lakeshore erosion is an important practice to restore or protect water quality of priority waterbodies in some cases. Education and outreach to lakeshore owners and offering lakeshore restoration workshops will likely be included as strategies for addressing this issue.
 - iii. Education and Outreach: “Education and outreach” is its own issue category that will be discussed in depth in future PSC and commission meetings. The PSC recognizes education is a very important tool that will be used in the implementation of actions to achieve nearly every goal in the plan. It’s possible that it will be the only viable strategy to use in certain circumstances. However, the PSC recommends that it stays as a medium priority because of the level of time, funding, and effort required to implement a robust education program and the relatively unknown “return on investment” in terms of water quality improvements.

In addition to discussing the recommendations above, the PSC began a discussion on the possible need to increase the Commission’s staff capacity to better implement the programs, projects, and policies being considered as the 2025 Watershed Plan develops. The Budget Committee will review potential budget impacts of a full-time administrator or other project management staff. The PSC will continue to review options and will bring discussion points to the Commission in the future. The PSC also discussed the need to find ways for commissioners to fully understand and be actively engaged in commission projects and programs. The Administrative Services Committee began a similar discussion last year and may continue with that item this year.



Bassett Creek Watershed Management Commission

MEMO

To: BCWMC Commissioners and Alternate Commissioners
From: Laura Jester, Administrator
Date: February 8, 2024

RE: Appointing Representative to BWSR Watershed Based Implementation Funding Convene Meeting

Within the next several weeks, an official “convene meeting” should be held to determine how and where Watershed Based Implementation Funds (WBIF) allocated to the Bassett Creek watershed area should be spent. The WBIF program utilizes Clean Water Funds to provide a small but consistent source of funds for water quality projects. The program is facilitated by the MN Board of Water and Soil Resources (BWSR) (see program fact sheet attached). In the current biennium, the Bassett Creek Watershed has \$183,256 which must be spent on targeted, prioritized, and measurable activities that are listed in an approved plan’s implementation section and which have a water quality benefit. Hennepin County, cities in the watershed, and the BCWMC are all eligible funding recipients.

The Commission should appoint a representative to participate in the convene meeting and make decisions on funding allocations on behalf of the BCWMC. I have been appointed as the BCWMC representative for convene meetings since the 2017-2019 biennium. This has worked well as I have knowledge about BCWMC projects and programs that could use WBIF funding. I request to be appointed for this WBIF biennium as well. Yesterday the BCWMC Technical Advisory Committee (TAC) appointed two members to officially represent cities: Ben Scharenbroich and Liz Stout. The county will also appoint a representative.

In the last biennium, the Bassett Creek Watershed area received \$87,887 in WBIF funding. This whole amount was used to support the new West Mississippi Water Alliance (WMWA) education coordinator. The BCWMC, Shingle Creek WMC, Elm Creek WMC, West Mississippi WMC, Richfield-Bloomington WMO, and Hennepin County pooled their WBIF funds to create this position. The position, filled by Grace Barcelow, is split between the WMWA education activities and Hennepin County conservation implementation activities. Ms. Barcelow has been working on several education projects on behalf of WMWA since early 2023. It’s likely some of the current Bassett Creek Watershed WBIF would go to continue supporting this position. The additional funds could go towards a BCWMC CIP project, city project, or county project. Representatives at the convene meeting will develop a prioritization process to determine the best use of the funding.

In addition to the attached fact sheet, you can visit BWSR’s website for more information on the WBIF program <https://bwsr.state.mn.us/watershed-based-implementation-funding-program>.

Metro Area Convene Process Guidance for the FY24-25 Watershed Based Implementation Funding (WBIF) Program

The purpose of WBIF is to supplement existing funding to accelerate clean water activities toward advancing Minnesota’s water resources goals through prioritized and targeted cost-effective actions with measurable water quality results.

All eligible activities must have a primary benefit towards water quality. Activities that result in multiple benefits are strongly encouraged. Eligible activities must be identified in the implementation section of a state approved, locally adopted comprehensive watershed management plan developed under Minnesota statutes §103B.101, Subd. 14 or §103B.801, watershed management plan required under §103B.231, county groundwater plan authorized under §103B.255, or a Metro soil and water conservation district enhanced plan as identified in the “Metro Enhanced SWCD Comprehensive Plan Options Guidance Document” (<https://bwsr.state.mn.us/watershed-based-implementation-funding-program>) and authorized under §103C.331.

Twin Cities Metro Area Allocation Map for the Watershed-based Implementation Funding Program



For purposes of this document, the group of participants in each watershed allocation area (see map) will be called a partnership (e.g., Rice Creek partnership or Rum partnership). WBIF is available to all eligible partners within each watershed allocation area.

Convene Meeting Process

The convene meeting process allows the partnership to jointly coordinate on the development of a funding request to BWSR that is prioritized, targeted and measurable. The partnership needs to select a local government entity (or entities) to coordinate and facilitate the convene meeting(s) or request assistance from BWSR by contacting the board conservationist (BC). Each partnership will include one decision-making representative (participant) from each watershed district and/or watershed management organization, soil and water conservation district, county with a current groundwater plan, and up to two decision-making representatives from municipalities within the allocation area.

Municipalities in each allocation area must coordinate prior to the start of the convene process to self-select up to two decision-making representatives. Municipal representatives are expected to

communicate with other municipalities on the solicitation and selection of projects and activities during the process.

The BWSR BC and Clean Water Specialist (CWS) must be invited to convene meetings. The facilitating entity must: 1) take meeting notes that document the general discussion, decisions, and attendees, and 2) share the notes with the partnership soon after each meeting and be made available upon request.

Each partnership must meet at least one time prior to submitting a funding request. Ideally, partnerships will develop a shared understanding of proposed activities during the convene meeting process. In order to improve the efficiency of the convene meeting process, BWSR recommends the following meeting objectives:

1. Determine an overall decision-making process (e.g., majority rules, consensus, informed consent)
2. Pick one of the following methods for selecting activities:
 - Developing a list of potential activities from eligible plans,
 - Dividing funding among eligible entities in an equitable manner,
 - Selecting a few priority waterbodies (lake, streams) and/or groundwater areas to prioritize activities,
 - Using agreed upon criteria to select activities, or
 - Using a process approved by the BWSR Central Region Manager.
3. Select the highest priority, targeted, measurable, and eligible activities to be submitted to BWSR as a funding request (see submittal process below).
4. Confirm which entity will serve as grantee and/or fiscal agent for each selected activity and decide on the source of the 10% required match.

Eligibility

To better understand the eligibility of proposed activities, BWSR recommends that you first refer to the FY24-25 WBIF Policy at <https://bwsr.state.mn.us/grant-program-policies>. If you have questions regarding eligibility, consult with the BWSR BC as early as possible.

The partnership must send the BWSR BC a list of partnership-approved activities prior to submittal of an eLINK funding request. This list should include the project title and description, water resource(s), proposed measurable outcome(s), grant funds requested, plan reference(s), entity requesting funding (grantee), and fiscal agent (if different from grantee). A template is available on the [BWSR WBIF webpage](#). For plan references, please provide the title(s) to the eligible water management plan(s), page number where these are found in the implementation section of the eligible plan(s), and weblink to the referenced plan(s).

Submittal of the Funding Request

Once the activities have been agreed upon by the partnership, each grantee will then be responsible for submitting an eLINK funding request to BWSR (<https://bwsr.state.mn.us/elink>). BWSR may deny the funding request for reasons such as: activities are ineligible according to the WBIF Policy, activities are not identified in the implementation section of an eligible plan, requested amount is inaccurate, the request is incomplete, etc.

Once BWSR approves the eLINK funding request, each grantee is responsible for completing an eLINK

work plan. BWSR must approve the work plan and execute the grant agreement prior to the funds being distributed. Guidance on the eLINK funding request and work plan is at <https://bwsr.state.mn.us/grant-profile-watershed-based-implementation-funding> under “Resources”.

Timeline

- BWSR will hold an informational meeting in January 2024. The recorded meeting will be available on BWSR website.
- Organizations select decision-making representatives for convene meetings
- Partnerships select meeting coordinator/facilitator
- Partnerships hold at least one convene meeting
- Partnerships send the list of partnership-approved activities to BWSR (prior to the submittal of the eLINK funding request)
- Funding available on July 1, 2024
- Partnerships submit eLINK funding request between July 2024 – April 30, 2025
- BWSR will process funding requests and workplans on a monthly basis. NEW – Draft requests DO NOT expire at the end of the month.
- All grant agreements must be executed by June 1, 2025
- Grant expiration date is Dec. 31, 2027

Additional Information

- Please see the WBIF Policy, Allocation Table, work plan guidance, FAQs and other guidance documents on our website at <https://bwsr.state.mn.us/watershed-based-implementation-funding-program>.
- More information about the terms “prioritize, target, and measure” can be found at https://bwsr.state.mn.us/sites/default/files/2021-11/WP_1W1P_guidebook.pdf.
- Partnerships should consider the high-level priorities of the Nonpoint Priority Funding Plan (<https://bwsr.state.mn.us/reports>).



Bassett Creek Watershed Management Commission

MEMO

To: BCWMC Commissioners and Alternate Commissioners
From: Administrator Jester
Date: February 6, 2024

RE: Discuss Submittal or Review of Wetland Impacts and Buffers During Development Reviews

Recently commissioners have voiced questions about wetland impacts or wetland buffer establishment resulting from development or redevelopment projects reviewed by the Commission Engineer. These are good questions. However, the current BCWMC project review process does not require project proposers to submit wetland impact information (unless the BCWMC is the local government unit responsible for administering the Minnesota Wetland Conservation Act (WCA)*) or wetland/stream buffer information, and the process does not include direction to the Commission Engineer to review or report wetland or buffer information. (Currently the BCWMC acts as the local government unit for administering the WCA for the cities of Medicine Lake, Robbinsdale, and St. Louis Park.)

While there are existing State and Federal wetland protection and mitigation programs, including the WCA, there may be advantages for additional Commission involvement in reviewing wetland impacts or strengthening wetland/stream buffer requirements during development. The Commission should identify potential gaps in existing wetland protection and buffer programs. Staff believes the exercise of gap identification is best accomplished during development of the 2025 Watershed Management Plan, which is currently underway. If changes to the Commission's policies or wetland-related requirements are appropriate, staff recommends updating policies and requirements at the same time as other potential updates to Commission requirements.

If there is a desire by the Commission to review wetland impact and/or buffer information right now, before the 2025 Watershed Plan is adopted, the Commission should provide clear direction on what information should be submitted by developers and what the Commission Engineer should report during project reviews. Updates to the BCWMC Requirements Document and project submittal form would be needed and a reassessment of project review fees may also be appropriate.

For further information on existing policies and requirements, below is the excerpt from the [BCWMC Requirements for Improvements and Development Proposals](#) regarding wetlands.

Section 2.5: Lakes, Streams, and Wetlands

Proposed projects that may affect the water surface elevation, outlet storage capability, shoreline or streambank, or be incompatible with existing or proposed land use around the lakes, streams, and wetlands in the Bassett Creek watershed shall be submitted to the BCWMC for review. The BCWMC will defer wetland issues in cases where the municipality acts as the local government unit (LGU) for

administering the Wetland Conservation Act, unless BCWMC involvement is requested by the municipality. Lakes, Streams, and Wetlands requirements are included in Section 8.0.

The BCWMC does not specifically review buffers for proposed projects, but requires that member cities maintain and enforce wetland and streambank buffer requirements at least as stringent as the BCWMC requirements laid out in Appendix B. Specific wetland and stream buffer requirements and submittal information should be coordinated with the member city in which the project is located. BCWMC Buffer Requirements are included in Appendix B.

Additionally, the BCWMC policies regarding stream and wetland buffer requirements are found in Section 4 of the [2015 Watershed Management Plan](#).

Section 4.2.5 Stream Restoration and Protection Policies

Policy 64: Member cities shall maintain and enforce buffer requirements adjacent to priority streams for projects that will result in more than 200 yards of cut or fill, or more than 10,000 square feet of land disturbance. Buffer widths adjacent to priority streams must be at least 10 feet or 25 percent of the distance between the ordinary high water level and the nearest existing structure, whichever is less.

Allowable land uses, and vegetative criteria for buffers are specified in the BCWMC's Requirements for Development and Redevelopment (BCWMC, 2015, as amended). Member cities may allow exemptions for public recreational facilities parallel to the shoreline (e.g., trails) up to 20 feet in width, with that width being added to the required buffer width.

Section 4.2.6 Wetland Management Policies

Policy 68: Member cities shall maintain and enforce buffer requirements for projects containing more than one acre of new or redeveloped impervious area. Average minimum buffer widths are required according to the MnRAM classification (or similar classification system):

- An average of 75 feet and minimum of 50 feet from the edge of wetlands classified as Preserve (or comparable classification if BWSR's MnRAM is not used)*
- An average of 50 feet and minimum of 30 feet from the edge of wetlands classified as Manage 1 (or comparable classification if BWSR's MnRAM is not used)*
- An average of 25 feet and minimum of 15 feet from the edge of wetlands classified as Manage 2 or 3 (or comparable classification if BWSR's MnRAM is not used).*

Allowable land uses and vegetative criteria for buffers are specified in the BCWMC's Requirements for Development and Redevelopment (BCWMC, 2015, as amended).

Member cities may allow exemptions for public recreational facilities parallel to the shoreline (e.g., trails) up to 20 feet in width, with that width being added to the required buffer width.

Finally, although it was last updated in 2019, this publication by the MN Department of Natural Resources about wetland regulation in Minnesota is a good overview of the current State and Federal regulations:

https://bwsr.state.mn.us/sites/default/files/2019-04/WETLAND_General_Wetlands_Regulation_in_Minnesota_v2.1_March_2019.pdf



2024 Legislative Briefing and Day at the Capitol
Radisson Hotel - Capitol Ridge
161 St. Anthony Avenue, St. Paul | March 6 – 7, 2024

Registration = \$120/person

Agenda – Wednesday, March 6, 2024

Welcome to the Minnesota Watersheds 2024 Legislative Briefing. The following schedule is approximate. Speakers and times may change as needed to accommodate the ever-changing schedules of lobbyists and directors.

3:00 – 4:00 Minnesota Watersheds Top Legislative Priorities

- 3:00 Welcome and Announcements – Jan Voit, Minnesota Watersheds Executive Director
- 3:05 Capitol Activity Update – Ray Bohn and Jess Lindeen, Minnesota Watersheds Lobbyists
- 3:20 The Legislative Process and Strategies for Working with the Legislature and State Agencies on Minnesota Watersheds Legislative Priorities
 - BWSR report to the legislature regarding the Drainage Work Group (DWG), outlet adequacy, and public notice
 - Support limited liability protections to certified commercial salt applicators
 - Modernization of watershed law – M.S. Chapter 103D
 - Support for the DWG
 - Support 2024 bonding requests and stable funding for flood damage reduction and natural resources enhancement projects
 - Q & A

4:00 – 4:55 Agency Updates*

- 4:00 Governor’s Office – Bonding (invited)
- 4:15 Tom Johnson - Minnesota Pollution Control Agency - Chloride Update (invited)
- 4:30 John Jaschke, Board of Water and Soil Resources – M.S. 103D Housekeeping
- 4:45 Q & A

4:55 Closing Remarks/End of Briefing

- 4:55 Jan Voit, Executive Director

5:00 – 7:00 Legislative Reception: Minnesota Watersheds Members and Legislators

Invitations to this reception and networking event were sent to all legislators. However, individual invitations from members helps provide additional encouragement for them to attend.

Take advantage of this opportunity to network with other members and chat with legislators as they arrive. **Please also use this time for informal regional caucus discussion.** There will be a cash bar. Light food options will be served for you to enjoy.

Agenda – Thursday, March 7, 2024

7 am – 8:30 am Networking Event: Minnesota Watersheds Members

Take advantage of this opportunity to have a buffet breakfast with Minnesota Watersheds members at the Capitol Ridge Hotel and discuss our legislative priorities.

9 am – 4 pm Meet with Legislators

Please use this occasion to visit with legislators in their offices or at the Capitol.

*Speakers and topics may change as schedules evolve.



Bassett Creek Watershed Management Commission MEMO

Date: February 8, 2024
From: Laura Jester, Administrator
To: BCWMC Commissioners
RE: **Administrator's Report**

Aside from this month's agenda items, the Commission Engineers, city staff, committee members, and I continue to work on the following Commission projects and issues.

CIP Projects (more resources at <http://www.bassettcreekwmo.org/projects.>)

2019 Medicine Lake Road and Winnetka Avenue Area Long Term Flood Mitigation Plan Implementation Phase I: DeCola Ponds B & C Improvement Project (BC-2, BC-3 & BC-8) Golden Valley (No change since Nov 2021): A feasibility study for this project was completed in May 2018 after months of study, development of concepts and input from residents at two public open houses. At the May 2018 meeting, the Commission approved Concept 3 and set a maximum 2019 levy. Also in May 2018, the Minnesota Legislature passed the bonding bill and the MDNR has since committed \$2.3M for the project. The Hennepin County Board approved a maximum 2019 levy request at their meeting in July 2018. A BCWMC public hearing on this project was held on August 16, 2018 with no comments being received. Also at that meeting the Commission officially ordered the project and entered an agreement with the City of Golden Valley to design and construct the project. In September 2018, the City of Golden Valley approved the agreement with the BCWMC. The [Sun Post](#) ran an article on this project October 2018. Another public open house and presentation of 50% designs was held February 6, 2019. An EAW report was completed and available for public review and comment December 17 – January 16, 2019. At their meeting in February 2019, the Commission approved the 50% design plans. Another public open house was held April 10th and a public hearing on the water level drawdown was held April 16th. 90% Design Plans were approved at the April Commission meeting. It was determined a Phase 1 investigation of the site is not required. The City awarded a contract to Dahn Construction for the first phase of the project, which involves earthwork, utilities, and trail paving and extends through June 2020. Dewatering began late summer 2019. Tree removal was completed in early winter; excavation was ongoing through the winter. As of early June 2020, earth work and infrastructure work by Dahn Construction is nearly complete and trail paving is complete. Vegetative restoration by AES is underway including soil prep and seeding. Plants, shrubs, and trees will begin soon along with placement to goose protection fencing to help ensure successful restoration. The construction phase of this project was completed in June with minor punch list items completed in September. The restoration and planting phase is complete except for minor punch list items and monitoring and establishment of vegetation over three growing seasons. A final grant report for BWSR's Watershed Based Implementation Funding was submitted at the end of January. City staff recently completed a site walk through to document dead or dying trees and shrubs in need of replacement (under warranty). This project (along with Golden Valley's Liberty Crossing Project) recently received the award for "Project of the Year" from the Minnesota Association of Floodplain Managers as part of the overall Project website: <http://www.bassettcreekwmo.org/index.php?CID=433> .

2020 Bryn Mawr Meadows Water Quality Improvement Project (BC-5), Minneapolis: A feasibility study by the Commission Engineer was developed in 2018 and approved in January 2019. The study included wetland delineations, soil borings, public open houses held in conjunction with MPRB's Bryn Mawr Meadows Park improvement project, and input from MPRB's staff and design consultants. Project construction year was revised from 2020 and 2022 to better coincide with the MPRB's planning and implementation of significant improvements and redevelopment Bryn Mawr Meadows Park where the project will be located. A public hearing for this project was held September 19, 2019. The project was officially ordered at that meeting. In January 2020 this project was awarded a \$400,000 Clean Water Fund grant from BWSR; a grant work plan was completed and the grant with BWSR was fully executed in early May 2020. The project and the grant award was the subject of an article in the Southwest Journal in February: <https://www.southwestjournal.com/voices/green-digest/2020/02/state-awards-grant-to-bryn-mawr-runoff-project/>. In September 2020, Minneapolis and MPRB staff met to review the implementation agreement and maintenance roles.

BCWMC developed options for contracting and implementation which were presented at the November meeting. At that meeting staff was directed to develop a memorandum of understanding or agreement among BCWMC, MPRB, and city of Minneapolis to recognize and assign roles and responsibilities for implementation more formally. The draft agreement was developed over several months and multiple conversations among the parties. At the May 2021 meeting the Commission approved to waive potential conflict of the Commission legal counsel and reviewed a proposal for project design by the Commission Engineer. The updated design proposal and the design agreement among all three parties were approved at the June 2021 meeting. Four public open houses were held in the park in 2021 to gather input on park concepts. Project partners met regularly throughout design to discuss schedules, planning and design components, and next steps. Concept designs were approved by the MRPB Board in late 2021. Staff met with MnDOT regarding clean out of Penn Pond and continue discussions. 50% design plans were approved by the Commission at the January 2022 meeting; 90% design plans were approved at the March 2022 meeting along with an agreement with MPRB and Minneapolis for construction. The agreement was approved by all three bodies. Commission Engineers finalized designs and assisted with bidding documents. Bids were returned in early August. At the meeting in August, the Commission approved moving forward with project construction (through MPRB), and approved a construction budget (higher than previously budgeted) and an amended engineering services budget. MPRB awarded the construction contract. In late November the contractor began the initial earthwork and started on portions of the stormwater pond excavations. By late December the 1st phase of construction was complete with the ponds formed and constructed. The contractor began driving piles in late January and began installing underground piping in early February. At the March meeting, the Commission approved an increase to the engineering services budget and learned the construction budget is currently tracking well under budget. The change order resulting from the City of Minneapolis' request to replace a city sewer pipe resulted in extra design/engineering costs that were approved by the Administrator so work could continue without delays. The MPRB will reimburse the Commission for those extra costs and will, in-turn, be paid by the city. In early May construction was focused in the Morgan / Laurel intersection. The right-of-way storm sewer work is complete including the rerouting of some of the existing storm infrastructure and installation of the stormwater diversion structures. Construction of the ponds is complete and stormwater from the neighborhood to the west is now being routed through new storm sewers to the ponds. Vegetation is currently being established around the ponds. At the October meeting the Commission approved an amendment to the agreement with MPRB and Minneapolis in order to facilitate grant closeout. At the December meeting the Commission approved a partial reimbursement to MPRB for \$400,000. Corrections to a weir that was installed at the wrong elevation are currently being developed. Commission Engineers are evaluating options to correct it. A final grant report was submitted to the MN Board of Water and Soil Resources in late January. Project website: <http://www.bassettcreekwmo.org/projects/all-projects/bryn-mawr-meadows-water-quality-improvement-project>

2020 Jevne Park Stormwater Improvement Project (ML-21) Medicine Lake (No change since July 2023): At their meeting in July 2018, the Commission approved a proposal from the Commission Engineer to prepare a feasibility study for this project. The study got underway last fall and the city's project team met on multiple occasions with the Administrator and Commission Engineer. The Administrator and Engineer also presented the draft feasibility study to the Medicine Lake City Council on February 4, 2019 and a public open house was held on February 28th. The feasibility study was approved at the April Commission meeting with intent to move forward with option 1. The city's project team is continuing to assess the project and understand its implications on city finances, infrastructure, and future management. The city received proposals from 3 engineering firms for project design and construction. At their meeting on August 5th, the Medicine Lake City Council voted to continue moving forward with the project and negotiating the terms of the agreement with BCWMC. Staff was directed to continue negotiations on the agreement and plan to order the project pending a public hearing at this meeting. Staff continues to correspond with the city's project team and city consultants regarding language in the agreement. The BCWMC held a public hearing on this project on September 19, 2019 and received comments from residents both in favor and opposed to the project. The project was officially ordered on September 19, 2019. On October 4, 2019, the Medicine Lake City Council took action not to move forward with the project. At their meeting in October 2019, the Commission moved to table discussion on the project. The project remains on the 2020 CIP list. In a letter dated January 3, 2022, the city of Medicine Lake requested that the Commission direct its engineer to analyze alternatives to the Jevne Park Project that could result in the same or similar pollutant removals and/or stormwater storage capacity. At the March meeting, the Commission directed the Commission Engineer to prepare a scope and budget for the alternatives analysis which were presented and discussed at the April 2022 meeting. No action was taken at that meeting to move forward with alternatives analysis. In May and June 2023, Commission staff discussed the possibility of incorporating stormwater management features into a redevelopment of Jevne Park currently being considered by the City of Medicine Lake. After review of the preliminary park design plans, the Commission Engineer and I recommended implementation of the original CIP Project to the City. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=467>.

2014 Schaper Pond Diversion Project and Carp Management, Golden Valley (SL-3): Repairs to the baffle structure were made in 2017 after anchor weights pulled away from the bottom of the pond and some vandalism occurred in 2016. The city continues to monitor the baffle and check the anchors, as needed. Vegetation around the pond was planted in 2016 and a final inspection of the vegetation was completed last fall. Once final vegetation has been completed, erosion control will be pulled and the contract will be closed. The Commission Engineer began the Schaper Pond Effectiveness Monitoring Project last summer and presented results and recommendations at the May 2018 meeting. Additional effectiveness monitoring is being performed this summer. At the July meeting the Commission Engineer reported that over 200 carp were discovered in the pond during a recent carp survey. At the September meeting the Commission approved the Engineer's recommendation to perform a more in-depth survey of carp including transmitters to learn where and when carp are moving through the system. At the October 2020 meeting, the Commission received a report on the carp surveys and recommendations for carp removal and management. Carp removals were performed through the Sweeney Lake Water Quality Improvement Project. Results were presented at the February 2021 meeting along with a list of options for long term carp control. Commission took action approving evaluation of the long-term options to be paid from this Schaper Pond Project. Commission and Golden Valley staff met in March 2021 to further discuss pros and cons of various options. At the September 2021 meeting, the Commission approved utilizing an adaptive management approach to carp management in the pond (\$8,000) and directed staff to discuss use of stocking panfish to predate carp eggs. Commission Engineers will survey the carp in 2022. At the April meeting, the Commission approved panfish stocking in Schaper Pond along with a scope and budget for carp removals to be implemented later in 2022 if needed. Commission staff informed lake association and city about summer activities and plans for a fall alum treatment. Approximately 1,000 bluegills were released into Schaper Pond in late May. Carp population assessments by electroshocking in Sweeney Lake and Schaper Pond were completed last summer. A report on the carp assessment was presented in January. Monitoring in Schaper Pond in 2023 and a reassessment of carp populations in 2024 were approved in early 2023. Carp box netting in 2024 is also approved, as needed. Water monitoring in the pond was performed in summer 2023. The Commission Engineer will give a brief report on those findings at this meeting. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=277>.

2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2): (No change since June 2018) At their March 2015 meeting, the Commission approved the project specifications and directed the city to finalize specifications and solicit bids for the project. The contract was awarded to HAB Aquatic Solutions. The alum treatment spanned two days: May 18- 19, 2015 with 15,070 gallons being applied. Water temperatures and water pH stayed within the desired ranges for the treatment. Early transparency data from before and after the treatment indicates a change in Secchi depth from 1.2 meters before the treatment to 4.8 meters on May 20th. There were no complaints or comments from residents during or since the treatment.

Water monitoring continues to determine if and when a second alum treatment is necessary. Lake monitoring results from 2017 were presented at the June 2018 meeting. Commissioners agreed with staff recommendations to keep the CIP funding remaining for this project as a 2nd treatment may be needed in the future. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=278>.

2013 Four Seasons Area Water Quality Project (NL-2) (No change since Nov): At their meeting in December 2016, the Commission took action to contribute up to \$830,000 of Four Seasons CIP funds for stormwater management at the Agora development on the old Four Seasons Mall location. At their February 2017 meeting the Commission approved an agreement with Rock Hill Management (RHM) and an agreement with the City of Plymouth allowing the developer access to a city-owned parcel to construct a wetland restoration project and to ensure ongoing maintenance of the CIP project components. At the August 2017 meeting, the Commission approved the 90% design plans for the CIP portion of the project. At the April 2018 meeting, Commissioner Prom notified the Commission that RHM recently disbanded its efforts to purchase the property for redevelopment. In 2019, a new potential buyer/developer (Dominium) began preparing plans for redevelopment at the site. City staff, the Commission Engineer and I have met on numerous occasions with the developer and their consulting engineers to discuss stormwater management and opportunities with "above and beyond" pollutant reductions. Concurrently, the Commission attorney has been working to draft an agreement to transfer BCWMC CIP funds for the above and beyond treatment. At their meeting in December, Dominium shared preliminary project plans and the Commission discussed the redevelopment and potential "above and beyond" stormwater management techniques. At the April 2020 meeting, the Commission conditionally approved the 90% project plans. The agreements with Dominium and the city of Plymouth to construct the project were approved May 2020 and project designers coordinated with Commission Engineers to finalize plans per conditions. In June 2021,

the City of Plymouth purchased the property from Walmart. The TAC discussed a potential plan for timing of construction of the stormwater management BMPs by the city in advance of full redevelopment. At the August 2021 meeting, the Commission approved development of an agreement per TAC recommendations. The city recently demolished the mall building and removed much of the parking lot. At the December meeting the Commission approved the 90% design plans and a concept for the city to build the CIP project ahead of development and allow the future developer to take credit for the total phosphorus removal over and above 100 pounds. At the July meeting, the Commission approved an agreement with the city to design, construct, and maintain the CIP project components and allow a future developer to use pollutant removal capacity above 100 pounds of total phosphorus. A fully executed agreement is now filed. The updated 90% project plans were approved at the September meeting. Unfortunately, city staff recently indicated that due to permitting inconsistencies with the U.S. Army Corps of Engineers, the project will not be built this winter as planned. The city is now planning to construct the project in the fall and winter of 2024. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=282>.

2021 Parkers Lake Chloride Reduction Project (PL-7) (No change since December): The feasibility study for this project was approved in May 2020 with Alternative 3 being approved for the drainage improvement work. After a public hearing was held with no public in attendance, the Commission ordered the project on September 17, 2020 and entered an agreement with the city of Plymouth to implement the project in coordination with commission staff. City staff and I have had an initial conversation about this project. The city plans to collect additional chloride data this winter in order to better pinpoint the source of high chlorides loads within the subwatershed. Partners involved in the Hennepin County Chloride Initiative (HCCI) are interested in collaborating on this project. A proposal from Plymouth and BCWMC for the “Parkers Lake Chloride Project Facilitation Plan” was approved for \$20,750 in funding by the HCCI at their meeting in March. The project will 1) Compile available land use data and chloride concentrations, 2) Develop consensus on the chloride sources to Parkers Lake and potential projects to address these sources, and 3) Develop a recommendation for a future pilot project to reduce chloride concentrations in Parkers Lake, which may be able to be replicated in other areas of Hennepin County, and 4) help target education and training needs by landuse. A series of technical stakeholder meetings were held last fall and winter to develop recommendations on BMPs. A technical findings report was presented at the July 2022 meeting. At the September 2022 meeting, the Commission approved a scope and budget for a study of the feasibility of in-lake chloride reduction activities which was presented at the November meeting. Following direction from the Commission, Commission staff are preparing a scope for a holistic plan for addressing chloride runoff from the most highly contributing subwatershed. That scope will be presented at a future meeting. Project website: www.bassettcreekwmo.org/projects/all-projects/parkers-lake-drainage-improvement-project

2022 Medley Park Stormwater Treatment Facility (ML-12): The feasibility study for this project is complete after the Commission Engineer’s scope of work was approved last August. City staff, Commission Engineers and I collaborated on developing materials for public engagement over the fall/early winter. A project kick-off meeting was held in September, an internal public engagement planning meeting was held in October, and a Technical Stakeholder meeting with state agencies was held in November. A [story map of the project](#) was created and a survey to gather input from residents closed in December. Commission Engineers reviewed concepts and cost estimates have been reviewed by city staff and me. Another public engagement session was held in April to showcase and receive feedback on concept designs. The feasibility report was approved at the June meeting with a decision to implement Concept #3. At the July meeting the Commission directed staff to submit a Clean Water Fund grant application, if warranted. A grant application was developed and submitted. Funding decisions are expected in early December. A public hearing on this project was held in September with no members of the public attending. In September, a resolution was approved to officially order the project, submit levy amounts to the county, and enter an agreement with the city to design and construct the project. The city hired Barr Engineering to develop the project designs which are now underway. The BCWMC received a \$300,000 Clean Water Fund grant from BWSR in December 2021 and the grant agreement approved in March 2022. 50% design plans were approved in February 2022 and 90% plans were approved at the May 2022 meeting. Final plans and bid documents were developed by the city’s consultation (Barr Engineering). Construction began in November and winter construction was finished in late January 2023. Activities this spring included completing grading (topsoil adjustments); paving (concrete, bituminous); light pole and fixture install; benches install; site clean up and prep for restoration contractor. In late May, Peterson Companies completed their construction tasks and the project transitioned to Traverse de Sioux for site restoration and planting. A small area of unexpected disturbance from construction was added to the overall area to be restored with native plants through a minor change order. Site restoration, planting, and seeding was completed in late June. An interim grant report was submitted to the MN Board of Water and Soil Resources in late January. www.bassettcreekwmo.org/projects/all-projects/medley-park-stormwater-treatment-facility

2022 SEA School-Wildwood Park Flood Reduction Project (BC-2, 3, 8, 10) (No change since December): The feasibility study for this project is complete after the Commission Engineer's scope of work was approved last August. A project kick-off meeting with city staff was held in late November. Meetings with city staff, Robbinsdale Area School representatives, and technical stakeholders were held in December, along with a public input planning meeting. A virtual open house video and comment form were offered to the public including live chat sessions on April 8th. The feasibility study report was approved in June with a decision to implement Concept #3. A public hearing on this project was held in September with no members of the public attending. In September, a resolution was approved to officially order the project, submit levy amounts to the county, and enter an agreement with the city to design and construct the project. The city hired Barr Engineering to develop the project designs which are now underway. A virtual public open house was held February 3rd. 50% Design Plans were approved at the January meeting. A public open house was held September 29th. 90% were approved at the October Commission meeting. Six construction bids were received in late February with several of them under engineer's estimates. The city contracted with Rachel Contracting and construction got underway earlier this spring. By late June excavation was completed and the playground area was prepped and ready for concrete work to begin on July 5. Bids were open for the SEA School/Wildwood Park restoration project on June 20. Three bids were received and two came in right around our estimate. The city is recommending the low bidder (Landbridge Ecological). At the end of July utility crews lowered the watermain and installed the storm sewer diversions into the park from along Duluth Street. The hydrodynamic separator was also set (with a crane). Crews also worked on the iron-enhanced sand filter and the outlet installation, stone work on the steepened slopes, trail prep, bituminous paving, and concrete work (curb and gutter, pads, and ADA ramps). The preconstruction meeting for the restoration work was held with work to begin late August or early September. The city awarded the contract for the DeCola Pond D outlet work to Bituminous Roadways Inc. in August. The SEA School site construction is complete and restoration work is complete for the season. The DeCola Pond D outlet replacement and site restoration is also now complete.

Project webpage: www.bassettcreekwmo.org/projects/all-projects/sea-school-wildwood-park-flood-reduction-project.

Bassett Creek Restoration Project: Regent Ave. to Golden Valley Rd. (2024 CR-M), Golden Valley (No change since Nov):

A feasibility study for this project got underway in fall 2022. A public open house was held March 1st with 30 residents attending. The draft feasibility report was presented at the April meeting. A final feasibility report was presented at the June meeting where the Commission approved the implementation of Alternative 3: to restore all high, medium, and low priority sites. A Clean Water Fund grant application for \$350,000 was recently developed and submitted to BWSR. The Commission held a public hearing on this project at its September meeting and officially ordered the project and set the final levy. An agreement with the City of Golden Valley to implement the project was drafted by the Commission Attorney and is being reviewed by city staff. Project website: <https://www.bassettcreekwmo.org/projects/all-projects/bassett-creek-restoration-project-regent-ave-golden-valley-r>

Ponderosa Woods Stream Restoration Project, Plymouth (ML-22) (No change since Nov) A feasibility study for this project got underway in fall 2022. A public open house was held February 13th with 3 residents attending. The draft feasibility report was presented at the May meeting and additional information was presented at the June meeting where the Commission approved implementing Alternative 1.5. The Commission held a public hearing on this project at its September meeting and officially ordered the project, set the final levy, and approved an agreement with the City of Plymouth for project implementation. Plymouth staff have drafted a Request for Proposals for engineering firms that will go out soon. Design and construction are planned for 2024. Project website: <https://www.bassettcreekwmo.org/projects/all-projects/ponderosa-woods-stream-restoration-project>.

Sochacki Park Water Quality Improvement Project (BC-14) This project is proposed to be added to the CIP through a minor plan amendment as approved at the March Commission meeting with CIP funding set at \$600,000. The project involves a suite of projects totaling an estimated \$2.3M aimed improving the water quality in three ponds and Bassett Creek based on a subwatershed analysis by Three Rivers Park District (TRPD). A memorandum of understanding about the implementation process, schedules, and procedural requirements for the project was executed in April among BCWMC, TRPD, and the cities of Golden Valley and Robbinsdale. A feasibility study is underway for the project and is being funded by TRPD. The feasibility study kick off meeting was held June 5th. Information on the project and an update on the feasibility study was presented at the June meeting. A technical stakeholder meeting was held July 10th. A public open house was held July 26th and a Phase I Environmental Site Assessment was recently completed. The draft feasibility study was presented at the August meeting and the final feasibility study was approved at the September meeting. The Commission held a public hearing on this project at

its September meeting and officially ordered the project and set the final levy. Project partners recently met to further discuss design and construction sequencing, funding availability, and cooperative agreement options. The Commission Engineers are developing a scope and budget for project design which will be brought to the Commission along with recommendations on next steps and needed agreements. The Sochacki Park Joint Powers Organization is meeting in the coming weeks and will get an update on the project. Project webpage: <https://www.bassettcreekwmo.org/projects/all-projects/sochacki-park-water-quality-improvement-project>.

Plymouth Creek Restoration Project Dunkirk Lane to 38th Ave. North (2026 CR-P): A scope and budget for a feasibility study was approved at the October meeting. A project kick off meeting was held November 3rd and a technical stakeholder meeting was held December 5th. Field investigations and desktop analyses are complete. Site prioritization ranking criteria are being developed and concept designs are being developed. A public open house is tentatively scheduled for the evening of March 11th. Project webpage: <https://www.bassettcreekwmo.org/projects/all-projects/plymouth-creek-restoration-dunkirk-lane-38th-ave-n>.

Administrator Activities January 12 – February 7, 2024

Subject	Work Progress
CIP and Technical Projects	<ul style="list-style-type: none"> • <u>Plymouth Creek Restoration Project Dunkirk to 38th Ave. N:</u> Reviewed notes from technical stakeholder meeting • <u>Medicine Lake TMDL Status Assessment Study:</u> Participated in project kick off meeting • <u>Bryn Mawr Meadows Water Quality Improvement Project:</u> Submitted final grant report to State • <u>Main Stem Lagoon Dredging Project:</u> Submitted final grant report to State • <u>Medley Park Stormwater Treatment Project:</u> Submitted interim grant report to State • Continued correspondence with Sweeney Lake Assoc and Commission Engineers re: logistics of treating Eurasian watermilfoil on Sweeney Lake; responded to Alt. Commissioner Gould’s questions about herbicide impact on wildlife
Education and Outreach	<ul style="list-style-type: none"> • Corresponded with watershed map contractor and Commission Engineer re: GIS data and map configuration, fonts, etc. • Reviewed meeting materials and participated in West Metro Water Alliance meeting • Participated in Steering Committee meeting for Hennepin County Educator • Developed educational material for back of the watershed map • Drafted 2023 education activities report for city MS4 reporting
Administration	<ul style="list-style-type: none"> • Developed agenda; reviewed invoices and submitted expenses spreadsheet to Redpath; developed Administrator’s report; reviewed bank statements, investment statements and financial report; drafted December meeting minutes; reviewed memos, reports, documents and presentations for Commission meeting; printed and disseminated meeting information to commissioners, staff, and TAC; updated online calendar; drafted meeting follow up email; ordered catering for January Commission meeting • Participated in pre-meeting call with Commission Engineer and Chair Cesnik • Corresponded and met with Plymouth staff and Redpath staff re: transferring account access; facilitated bank signatures from commissioners • Corresponded with new Crystal alternate commissioner • Corresponded with MPCA staff regarding Crane Lake impairment status • Updated online calendar, CIP pages, commission roster • Met with Met Council and City of Minneapolis re: WOMP station location • Attended BWSR informational meeting on Watershed Based Implementation Funding program • Participated in Met Council’s 2050 Water Policy Plan committee meeting • Attended City of Minneapolis TMDL update meeting • Review financial audit engagement letter and correspond with Commission Attorney and auditor re: agreement provisions • Developed and submitted invoices for projects with over \$5,000 in review fees and WCA work in City of Medicine Lake

	<ul style="list-style-type: none"> • Worked to arrange Education Committee meeting • Prepared agenda and meeting materials and participated in Feb 7th TAC meeting • Respond to residents re: permeable pavers and construction erosion control • Updated 2024 administrative calendar
MN Watersheds	<ul style="list-style-type: none"> • Participated in MN Association of Watershed Administrators executive committee meeting • Met with Metro Watersheds chair and co-coordinator re: future meeting topics
2025 Watershed Management Plan	<ul style="list-style-type: none"> • Met with Commission Engineers for bi-weekly check in meetings • Drafted meeting minutes for January PSC meeting • Prepared discussion facilitation guide and presentation for January Commission workshop • Participated in January Commission workshop • Drafted meeting notes for January Commission Workshop • Prepared agenda and assisted with preparing materials for February PSC meeting; attended meeting • Summarized recommendations from February PSC meeting for February Commission meeting