



# Bassett Creek Watershed Management Commission

Meeting Notes of the  
Watershed Plan Steering Committee  
May 1, 2024 @ 8:30 a.m.  
Brookview, Golden Valley

## Meeting Attendees:

Committee Chair Kennedy; Commissioners Pentel and Welch; Alternate Commissioner Polzin; Community Member Loomis; TAC Members Eckman and Scharenbroich; Administrator Jester; Commission Engineers Chandler, Johnson, and Williams

### 1. WELCOME

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

### 2. REVIEW APRIL 3 MEETING NOTES

The April 3, 2024 Plan Steering Committee meeting notes were approved by consensus with no changes.

### 3. REVIEW PLAN DEVELOPMENT PROGRESS TRACKER

Staff reviewed a new document that tracks the progress of plan development. They noted this document was shared with the Commission at the April meeting and will be updated for each Commission meeting. Committee members agreed it was a good tool that may be helpful to keep plan development on track. They also agreed it should be updated and reviewed at each PSC meeting.

### 4. REVIEW DRAFT EXCERPT FROM WATERBODY AND WATERSHED QUALITY SECTION FOR PLAN

Staff reviewed a potential layout for the impaired waters and chloride issues/goals section of the plan and requested feedback from the committee. Staff noted this section includes several data tables that are referenced by goal statements. They noted the data tables could be moved to a different area of the plan but indicated it may be better to include them here because goals point specifically to them. Staff noted the draft section will ultimately be moved into a graphics software program (e.g., InDesign), allowing more stylistic options.

Committee member Pentel noted the need for an acronym list in the plan and noted that the section doesn't match the original table of contents reviewed early in the plan development process. Staff admitted they had not reviewed the original table of contents before drafting this section. Engineer Williams noted that specific strategies would be included in an implementation section of the plan and that the "tools" included in this section are high level categories. There was discussion about trying to present both problems and solutions together but agreement that strong cross references may be better.

There was acknowledgment that terms such as "tools," "strategies," and "actions" are confusing and although they are being used interchangeably now, they should be clarified. Committee member Eckman noted the "tools" section should include activities of partners, such as cities, as partners also work on addressing impaired waters, etc.

Committee member Welch advocated for keeping the plan streamlined and keeping an eye on usability. He noted we can't include everything relative to a specific issue and that the document should be useful to the Commission. He noted that at the beginning of the plan, partnerships and collaborations and responsibilities of other agencies and cities should be clearly laid out so a reader can better understand how the work gets done and everything fits together. He also noted it's important to explain how the data will be gathered and used to identify specific projects.

Committee members noted that the "tools" section for chloride reduction should include capital projects and Smart Salting certification. It was noted that once the implementation plan was developed, the "tools" section

would be reviewed to make sure it captures the various tools categories for each issue. There was also an idea to showcase success stories related to the implementation/issue being presented (such as a sidebar with a success story). Staff noted that there will also be a separate “accomplishments” section of the plan document.

There was discussion about the potential need to develop the final document (or just the Executive Summary) to comply with ADA accessibility requirements. It was noted the Commission will need to make a policy decision on level of accessibility for various documents.

**5. REVIEW ISSUE STATEMENTS AND DRAFT GOALS FOR CLIMATE RESILIENCE CATEGORY**

The committee reviewed and began providing revisions to issue statements, desired future conditions, and 10-year goals for issues in the climate resilience category. Revisions were documented within the working document of that section. The committee decided to change the category name to “Flooding and Climate Resilience” to better reflect the existing flooding conditions in the watershed.

**6. DISCUSS PLANS FOR THE NEXT COMMISSION WORKSHOP**

Staff noted a workshop for the Commission should be scheduled this summer to review the remaining issues and goals in the “Waterbody and Watershed Quality” category (and potentially the “Flooding the Climate Resilience” category). Committee members Eckman and Scharenbroich will be unable to attend the July Commission meeting. Administrator Jester will ask commissioners about workshop timing at the next Commission meeting.

**7. REVIEW ISSUE STATEMENTS AND DRAFT GOALS FOR EDUCATION AND OUTREACH**

Moved to future agenda due to time constraints.

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