



Bassett Creek Watershed Management Commission

Regular Meeting
Thursday, December 19, 2024
8:30 a.m.

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

Listen via Zoom:

<https://plymouthmn.gov.zoom.us/meeting/register/tZcodOCvrj8rHtZjxg6hib82UqHHvF4lft3#/registration>

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 – November 20, 2024 Commission Meeting
- B. Acceptance of December Financial Report
- C. Approval of Payment of Invoices
 - i. Keystone Waters, LLC – November 2024 Administration
 - ii. Keystone Waters, LLC – November 2024 Administrative Expenses
 - iii. Barr Engineering – November 2024 Engineering Services
 - iv. Triple D Espresso – Meeting Catering
 - v. City of Plymouth – November Accounting Services
 - vi. Kennedy and Graven – Legal Services
 - vii. Three Rivers Park District – Medicine Lake Herbicide Treatment Cost Share
 - viii. Three Rivers Park District – Medicine Lake Boat Launch Inspections
- D. Approval of Resolution of Appreciation for Roxanne Gould
- E. Approval of 2025 WOMP Contract with Stantec
- F. Approval to Direct Commission Engineer to Submit Flood Control Inspection Report to Cities, Minnesota DNR, U.S. Army Corps of Engineers

5. BUSINESS

- A. Review Plan Steering Committee Recommendations on Draft Plan Revisions Resulting from November Workshop (20 min)
- B. Consider Education Committee Recommendations (30 min)
 - i. Watershed Map
 - ii. Creek Co-naming and Updated Letterhead
- C. Update on Conservation Education and Implementation Partnership with Hennepin County (15 min)
- D. Review Staff Evaluation Form (15 min)

6. COMMUNICATIONS (15 minutes)

- A. Administrator's Report
 - i. Winter Salt Week www.wintersaltweek.org/
- B. Engineer
 - i. Review of Hennepin County Hazard Mitigation Plan
- C. Legal Counsel
- D. Chair
- E. Commissioners
 - i. Report on MN Watersheds Conference and Meeting
- F. TAC Members
 - i. Report on December 18th Meeting
- G. Committees

7. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates www.bassettcreekwmo.org/projects
- C. Grant Tracking Summary and Spreadsheet
- D. WCA Notice, Plymouth

8. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC Technical Advisory Committee Meeting: Wednesday, December 18, 10:00 a.m., Wirth Lake Room, Brookview
- BCWMC Commission Meeting: Thursday, January 16th, 8:30 a.m., Golden Valley City Hall
- Metro Watersheds Quarterly Meeting: Tuesday, January 21st, 7:00 p.m., online
- Winter Salt Week: January 27 – 31, 2025 www.wintersaltweek.org/



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: December 12, 2024

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 12/19/24 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 – November 20, 2024 Commission Meeting- ACTION ITEM with attachment**

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

 - C. **Approval of Payment of Invoices - ACTION ITEM attachments available upon request – I reviewed the following invoices and recommend payment.**
 - i. Keystone Waters, LLC – November 2024 Administration
 - ii. Keystone Waters, LLC –November 2024 Administrative Expenses
 - iii. Barr Engineering – November 2024 Engineering Services
 - iv. Triple D Espresso – Meeting Catering
 - v. City of Plymouth – November Accounting Services
 - vi. Kennedy and Graven – Legal Services
 - vii. Three Rivers Park District – Medicine Lake Herbicide Treatment Cost Share
 - viii. Three Rivers Park District – Medicine Lake Boat Launch Inspections

 - D. **Approval of Resolution of Appreciation for Roxanne Gould – ACTION ITEM with attachment – Last month, Roxanne decided to step back from her position representing Golden Valley on Commission and Chair Cesnik read her letter of resignation. Although her time on the Commission was short, her impact was significant, and her input will be missed. Staff recommends approval of the attached resolution of appreciation.**

 - E. **Approval of 2025 WOMP Contract with Stantec – ACTION ITEM with attachment – The Commission has contracted with Stantec to collect water samples and maintain equipment at the Bassett Creek Watershed Outlet Monitoring Program (WOMP) site for several years. The attached proposal from Stantec for work beginning in January 2025 is the same as years past with an option to add pesticide sample collection if requested by the MN Department of Agriculture. I recommend approval of the proposal and terms and conditions document which was reviewed by the Commission Attorney.**

 - F. **Approval to Direct Commission Engineer to Submit Flood Control Inspection Report to Cities, Minnesota DNR, U.S. Army Corps of Engineers – ACTION ITEM with attachment (full document online) - In accordance to the Operation and Maintenance Manual for the Bassett Creek Flood Control Project (FCP), an annual inspection of the FCP features was completed by Commission Engineers. Staff requests approval to submit the inspection report to the appropriate entities. The municipalities are responsible for routine maintenance and repair of the FCP features located within their city and are responsible for submitting the completed FCP Maintenance Record from the previous year’s inspection.**

5. BUSINESS

- A. Review Plan Steering Committee Recommendations on Draft Plan Revisions Resulting from November Workshop (20 min) – **ACTION ITEM with attachment** – *Last month the BCWMC held a commission workshop to review and discuss issue statements, desired future conditions, and 10-year goals for several issues proposed for the 2025 Watershed Management Plan. A complete set of workshop notes is found [here](#) which were reviewed by the Plan Steering Committee. The committee recommends the attached revisions to some issue statements and 10-year goals in response to the input received at the workshop.*

- B. Consider Education Committee Recommendations (30 min) – **ACTION ITEM with attachment** – *At their meeting in September 2023 the Commission approved a project to update and reprint the popular Bassett Creek Watershed map. The Education Committee met throughout the last year to develop ideas and content and provide direction to the map designer hired to update the map. They also worked with Jim Rock who was contracted to develop content on Dakota culture and place names. Finally, at the direction of the Commission the committee considered opportunities for co-naming the creek. Please review the attached memo for committee recommendations.*
 - i. Watershed Map
 - ii. Creek Co-naming and Updated Letterhead

- C. Update on Conservation Education and Implementation Partnership with Hennepin County (15 min) – **INFORMATION ITEM with attachment** – *Grace Barcelow will provide an update on the activities of this program which operates in partnership with the West Metro Water Alliance (WMWA) and which is partially funded with State grant funds provided for activities in the Bassett Creek watershed. The program offers coordinated and consistent education across multiple watersheds including monthly media kits on timely topics for use in city and watershed communications. In addition, the program offers one larger project in each watershed. In Bassett, Grace is working to engage with property owners in the Parkers Lake subwatershed about chloride reduction.*

- D. Review Staff Evaluation Form (15 min) – **DISCUSSION ITEM with attachment** – *At the meeting last month Commissioner Pentel volunteered to help update the annual evaluation form for me and the Commission Engineers. She and I worked on the attached draft forms for the Commission’s consideration.*

6. COMMUNICATIONS (10 minutes)

- A. Administrator’s Report
 - i. Winter Salt Week www.wintersaltweek.org/
- B. Engineer
 - i. Review of Hennepin County Hazard Mitigation Plan
- C. Legal Counsel
- D. Chair
- E. Commissioners
 - i. Report on MN Watersheds Conference and Meeting
- F. TAC Members
 - i. Report on December 18th Meeting
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- A. Administrative Calendar
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8. ADJOURNMENT

Upcoming Meetings & Events

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Bassett Creek Watershed Management Commission

DRAFT Minutes of Regular Meeting and Plan Development Workshop
Wednesday, November 20, 2024
8:30 a.m.
Plymouth City Hall, 3400 Plymouth Blvd.

1. CALL TO ORDER and ROLL CALL

On Wednesday, November 20, 2024 at 8:34 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	Joan Hauer	Terri Schultz	Jesse Struve
Golden Valley	Paula Pentel	<i>Vacant</i>	Eric Eckman, Drew Chirpich
Medicine Lake		Shaun Kennedy	<i>Absent</i>
Minneapolis	<i>Vacant</i>	<i>Absent</i>	Liz Stout
Minnetonka	<i>Absent</i>	Stacy Harwell	Leslie Yetka (online)
New Hope	Jere Gwin-Lenth	Jen Leonardson	Nick Macklem
Plymouth	Catherine Cesnik	Monika Vadali	Ben Scharenbroich, Talori Dunsworth
Robbinsdale	Wayne Sicora	Bob Stamos	Richard McCoy
St. Louis Park	RJ Twiford	<i>Absent</i>	Erick Francis
Administrator	Laura Jester, Keystone Waters, LLC		
Engineers	Karen Chandler, Stephanie Johnson, Greg Williams – Barr Engineering Co.		
Recording Secretary	<i>Vacant Position</i>		
Legal Counsel	Dave Anderson, Kennedy & Graven		
Guests/Public	Michael Welch (online; partial attendance), Rachael Crabb (Minneapolis Park and Rec Board)		

2. PUBLIC FORUM ON NON-AGENDA ITEMS

Although no members of the public were present at this meeting, Chair Cesnik read a letter of resignation from Golden Valley’s alternate commissioner, Roxanne Gould. Ms. Gould’s letter noted that her resignation was prompted by her disappointment in the management of a wetland area in a local park by the City of Golden Valley. Chair Cesnik expressed gratitude for Ms. Gould’s work to bring attention to Indigenous place names and knowledge, including her and her husband Jim Rock’s work on the BCWMC’s watershed map and the land and water acknowledgement statement.

3. APPROVAL OF AGENDA

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

4. CONSENT AGENDA

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

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

- Approval of Minutes – October 17, 2024 Commission Meeting
- Acceptance of November Financial Report
- Approval of Payment of Invoices
 - Keystone Waters, LLC – October 2024 Administration
 - Keystone Waters, LLC – October 2024 Administrative Expenses
 - Barr Engineering – October 2024 Engineering Services
 - Triple D Espresso – Meeting Catering
 - City of Plymouth – October Accounting Services
 - Kennedy and Graven – September and October Legal Services
 - Stantec – Watershed Outlet Monitoring Program (WOMP) Services
- Approval of Second Amendment to Watershed Map Design Contract

5. BUSINESS

A. Approval of Resolution of Appreciation for Michael Welch

Chair Cesnik read a resolution of appreciation for former Commissioner Welch who served nearly 25 years as a representative from Minneapolis.

MOTION: Commissioner Gwin-Lenth moved to approve the resolution. Commissioner Twiford seconded the motion.

Discussion: Commissioner Gwin-Lenth noted that he frequently attended commission meetings years ago, before being appointed as a commissioner and always appreciated Michael Welch's attention to detail, his expertise, and his institutional knowledge. Chair Cesnik also expressed gratitude for Michael's attention to all pieces of commission business. Administrator Jester also expressed appreciation for Michael's significant contributions over the past 25 years and noted that many of the successful programs, processes, and projects are at least in part due to his leadership.

VOTE: Upon a vote the motion carried 8-0 with the City of Minneapolis absent from the vote.

B. Elect Vice Chair of the Commission

Administrator Jester noted that Michael Welch's resignation leaves a vacancy among Commission officers and that a new vice chair should be elected from among commissioners (not alternate commissioners) at this meeting. She confirmed that a single commissioner could not hold more than one officer position (except for the secretary and treasurer which can be combined into one position).

Commissioner Pentel indicated that she would be willing to serve as vice chair.

MOTION: Commissioner Kennedy moved to elect Commissioner Pentel as vice chair. Commissioner Gwin-Lenth seconded the motion. Upon a vote the motion carried 8-0 with the City of Minneapolis absent from the vote.

C. Consider Approval of 90% Design for Ponderosa Woods Stream Restoration Project (ML-22)

Commission Engineer Chandler reminded commissioners that the 60% plans for this project were approved in October. She reported that the City of Plymouth and their consultant responded to all comments and incorporated required changes to the 60% plans. She reported that changes resulted in more grading of the streambanks and the addition of several trees slated for removal. The feasibility study estimated that 13 healthy, desirable trees would need to be removed for project construction and access, while the 90% plans report that 23 healthy, desirable trees are planned for

removal. Engineer Chandler reviewed a table showing the species and sizes of the additional 10 trees, along with the reported reason that each tree needs to be removed. Reasons included avoiding wetland impacts for access to the project site, trees that are negatively impacting existing infrastructure, and additional streambank grading.

Commission Engineer Chandler noted that she and Administrator Jester recommend that 1) the city replace trees that will be lost (previously the city did not plan to replace lost trees); and 2) the city talk with each property owner with trees slated for removal to discuss specific trees.

There was discussion about the appropriate number of trees to require for replacement. Plymouth TAC member Scharenbroich noted the tight budget and requested some flexibility on tree replacement planning. He also noted that too many trees along the creek corridor will make vegetation establishment difficult due to shading. There was discussion about the possibility to replace additional trees in the lower end of the project area where buckthorn will be removed. There was discussion on project budget and funding needed for additional trees (at about \$1,000/tree). Administrator Jester noted there is precedence for project budget amendments, if there's a compelling need.

Commission Engineer Chandler continued to review additional recommended conditions for approval of the 90% plans and there was further discussion on the number of trees that should be replaced as part of the project, and how residents who have provided comments look forward to dead, dying, and fallen trees being removed. Plymouth TAC member Scharenbroich noted that the project could incorporate planting new trees in the park across the road from the project site. It was acknowledged that arborists should determine the species, size, and placement of new trees and that flexibility for tree replacements is appropriate.

MOTION: Commissioner Pentel moved to conditionally approve the 90% plans with the Commission Engineer recommendations and to require at least 10 and up to 20 trees to be replaced. Commissioner Hauer seconded the motion.

Discussion: It was noted the motion allows for flexibility and that residents will be notified about their ability to discuss specific tree removals and replacements. There was some discussion about information or QR codes that could be included on the construction sign at the project site.

VOTE: Upon a vote the motion carried 8-0 with the City of Minneapolis absent from the vote.

D. Approval of Agreement with City of Golden Valley for Construction of Bassett Creek Restoration Project Regent Ave. to Golden Valley Rd. (2014CR-M)

Administrator Jester reminded commissioners that at their meeting in September 2023, the Commission officially ordered this project that will restore stream banks along a 7,000-foot section of the creek. She noted that typically the BCWMC enters an agreement with the city where the project is located to both design and construct the project but in this case, the City of Golden Valley requests that the Commission design the project, and that the city construct the project. She reported that the attached agreement was drafted by the Commission Attorney and was reviewed and revised through several iterations between her, Commission Engineers, the Commission Attorney, the city attorney, and city staff. Administrator Jester also noted that the agreement outlines expenses that would be eligible for reimbursement to the city after Commission expenses are paid including items listed in Table 5-1 of the 2015 Watershed Management Plan (both left and right columns).

Golden Valley TAC member Eckman reported that the Commission has more capacity to design the project and provide engineering services. He noted that city time and effort will be needed more for outreach to residents and securing property rights for the work. He confirmed that the city has the capacity for this work if the Commission designs and provides engineering services. Commission Attorney Anderson noted that the Commission is not taking on additional liability for this project.

MOTION: Commissioner Sicora moved to approve the agreement with Golden Valley for the construction of the Bassett Creek Restoration Project. Commissioner Pentel seconded the motion. Upon a vote the motion carried 8-0 with the City of Minneapolis absent from the vote.

E. Appoint Delegates to Minnesota Watersheds Annual Meeting

Administrator Jester reported the Commission should appoint two delegates and one alternate to the MN Watersheds

annual meeting. She reviewed the format of the regional caucus and the annual meeting. Alternate Commissioner Kennedy and Commissioner Hauer said they would be attending the conference. Chair Cesnik noted she may be able to attend and needs to check her schedules. Alternate Commissioner Harwell noted she will be attending the conference on behalf of her employer.

MOTION: Commissioner Twiford moved to appoint Alternate Commissioner Kennedy and Commissioner Hauer as delegates to the MN Watersheds annual meeting and Chair Cesnik as the alternate delegate. Commissioner Gwin-Lenth seconded the motion. Upon a vote the motion carried 8-0 with the City of Minneapolis absent from the vote.

F. Review Minnesota Watersheds Resolutions

Administrator Jester reported that the MN Watersheds resolutions will be considered and voted on at the MN Watersheds annual meeting. She reported that after reading each resolution, she agreed with the MN Watersheds' Resolution Committee recommendations. Alternate Commissioner Kennedy reminded commissioners that resolutions stay in effect for 5 years and that the organization is seeing better communication, coordination, and access to legislators with the new lobbying firm. He noted that he also agrees with the committee recommendations.

Commissioner Gwin-Lenth expressed concern about a resolution that proposes to remove water resource enforcement officers. Alternate Kennedy noted he realizes it was a confusing resolution but that water resources enforcement officers are only in non-Metro areas.

G. Receive Update on Four Seasons Area Water Quality Improvement Project

Commission Engineer Johnson reminded commissioners that in July 2023, the Commission approved an agreement with the City of Plymouth to design and construct this project. She noted the Commission approved 90% design plans for the project at its September 2023 meeting and that since then, the city has been working with permitting agencies in order to finalize designs. She noted the project will result in more than 100 lbs of total phosphorus removal per year, but that design plans have changed in order to address permitting requirements. Engineer Johnson reviewed changes from the previously approved plans including a decrease in volume and surface area to the North Wetland; expansion of the grading area in the restored wetland; and a switch from a vegetated swale to a berm that directs flow from North Branch of Bassett Creek to the pond and restored wetland.

This item was information only; the revised 90% plans will be approved administratively by the Commission Engineers.

[Chair Cesnik called for a 5-minute break.]

H. Discuss Process for Evaluating Staff and Soliciting Proposals for Engineering and Legal Services

Administrator Jester reported that near the end of each year the Commission evaluates her performance and that of the Commission Engineers. She noted evaluations have been accomplished in a variety of ways over the years usually including commissioners and TAC members providing feedback through quantitative evaluation forms and review by the Administrative Committee. There was discussion about potentially convening the Administrative Services Committee to review/evaluate staff. Commissioner Pentel offered to help update the staff evaluation form and present a revised form at the December Commission meeting.

Regarding the requirement to solicit proposals for technical and legal services, Administrator Jester explained that for at least the past 11 years, the Commission has asked for "letters of interest" proposals rather than full blown proposals because they did not desire a change to engineering and legal consultants.

MOTION: Alternate Commissioner Harwell moved to direct the administrator to solicit letters of interest proposals for engineering and legal services as done in 2022. Commissioner Hauer seconded the motion. Upon a vote the motion carried 8-0 with the City of Minneapolis absent from the vote.

6. COMMUNICATIONS

A. Administrator's Report

- i. Report on Upcoming TMDL Projects – Northwood and Lost Lakes – The MPCA has approved the development of total maximum daily load studies for Northwood and Lost Lakes. The Commission will likely perform subwatershed assessments following the TMDL studies. More information and timeline to come.
- ii. JPA Approval Updates – All nine cities have approved the JPA.

- B. Engineer – No report
- C. Legal Counsel – No report
- D. Chair – Chair Cesnik did not win a seat on the Plymouth City Council but enjoyed the election/campaigning process and learned a lot.
- E. Commissioners – No report
- F. TAC Members
 - i. Commissioner Pentel was appointed as liaison to the 12/18 TAC meeting
- G. Committees – Education Committee met November 12th and will present the updated watershed map and recommendations on creek co-naming at the December meeting.

7. INFORMATION ONLY (Information online only)

- a. Administrative Calendar
- b. CIP Project Updates www.bassettcreekwmo.org/projects
- c. Grant Tracking Summary and Spreadsheet
- d. WCA Notice, Minneapolis

8. PLAN DEVELOPMENT WORKSHOP

Commissioners, TAC members, staff and others broke into four small groups to review, discuss, and recommend revisions to specific issue statements, desired future conditions, and 10-year goals in the Education and Engagement category and the Organizational Effectiveness category.

After 40 minutes in small groups, the whole Commission came back together for a brief report out from each small group.

9. **ADJOURNMENT** – The meeting adjourned at 11:50 a.m.

Bassett Creek Watershed Management Commission
Statement of Financial Position as of 11/30/2024

Item 4B.
 BCWMC 12-19-24

Unaudited		400	100	
		Capital Improvement Projects	General Fund	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
•	101 · Wells Fargo Checking	0.00	0.00	0.00
•	102 · 4MP Fund Investment	3,501,986.62	415,740.60	3,917,727.22
•	103 · 4M Fund Investment	3,250,209.22	795,685.24	4,045,894.46
•	104 · US Bank Checking	0.00	-1,531.53	-1,531.53
	Total Checking/Savings	6,752,195.84	1,209,894.31	7,962,090.15
Accounts Receivable				
•	111 · Accounts Receivable	0.00	0.00	0.00
•	112 · Due from Other Governments	0.00	0.00	0.00
•	113 · Delinquent Taxes Receivable	22,306.08	0.00	22,306.08
	Total Accounts Receivable	22,306.08	0.00	22,306.08
Other Current Assets				
•	114 · Prepays	0.00	3,294.00	3,294.00
•	116 · Undeposited Funds	0.00	0.00	0.00
	Total Other Current Assets	0.00	3,294.00	3,294.00
	Total Current Assets	6,774,501.92	1,213,188.31	7,987,690.23
TOTAL ASSETS		6,774,501.92	1,213,188.31	7,987,690.23
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
•	211 · Accounts Payable	32,355.51	121,475.48	153,830.99
	Total Accounts Payable	32,355.51	121,475.48	153,830.99
Other Current Liabilities				
•	212 · Unearned Revenue	150,000.00	0.00	150,000.00
•	251 · Unavailable Rev - property tax	22,306.08	0.00	22,306.08
	Total Other Current Liabilities	172,306.08	0.00	172,306.08
	Total Current Liabilities	204,661.59	121,475.48	326,137.07
Equity				
•	311 · Nonspendable prepaids	0.00	3,294.00	3,294.00
•	312 · Restricted for improvements	4,562,582.00	0.00	4,562,582.00
•	314 · Res for following year budget	0.00	149,700.00	149,700.00
•	315 · Unassigned Funds	0.00	256,519.07	256,519.07
•	32000 · Retained Earnings	2,191,053.30	467,695.43	2,658,748.73
	Net Income	-183,794.97	214,504.33	30,709.36
	Total Equity	6,569,840.33	1,091,712.83	7,661,553.16
TOTAL LIABILITIES & EQUITY		6,774,501.92	1,213,188.31	7,987,690.23

Bassett Creek Watershed Management Commission						
Statement of Revenues, Expenditures, and changes in Fund Balance - General Fund						
11/30/2024						
Unaudited						
	Annual Budget	November	December	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	0.00		622,500.00	0.00	
412 · Project Review Fees	77,000.00	2,000.00		45,726.13	31,273.87	
413 · WOMP Reimbursement	5,000.00	0.00		4,500.00	500.00	
414 · State of MN Grants	0.00	387.50		775.00	-775.00	
415 · Investment earnings	0.00	30,986.71		319,588.25	-319,588.25	
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	
420 · Hennepin County Grant Funds	0.00	11,530.00		11,530.00	-11,530.00	
Total Income	937,340.00	44,904.21	0.00	1,004,619.38	-67,279.38	
Expense						
1000 · Engineering						
1010 · Technical Services	145,000.00	8,937.00	8,888.50	124,360.10	20,639.90	
1020 · Development/Project Review	90,000.00	7,977.00	790.00	51,170.00	38,830.00	
1030 · Non-fee and Preliminary Review	30,000.00	1,520.00	2,684.00	35,144.50	-5,144.50	
1040 · Commission and TAC Meeting	15,000.00	804.50	825.00	12,984.39	2,015.61	
1050 · Surveys and Studies	15,000.00	0.00	0.00	0.00	15,000.00	
1060 · Water Quality / Monitoring	186,900.00	19,127.42	2,834.33	131,200.81	55,699.19	
1070 · Water Quantity	9,000.00	495.00	495.00	6,455.00	2,545.00	
1080 · Annual Flood Control Inspection	85,000.00	8,707.85	28,872.23	44,140.08	40,859.92	
1090 · Municipal Plan Review	2,000.00	0.00	0.00	0.00	2,000.00	
1100 · Watershed Monitoring Program	26,500.00	1,450.75	0.00	24,091.12	2,408.88	
1110 · Annual XP-SWMM Model Update	3,000.00	0.00	42.00	190.00	2,810.00	
1120 · TMDL Implementation Report	0.00	0.00	39,584.86	39,584.86	-39,584.86	
1130 · APM/AIS Work	40,000.00	0.00	0.00	16,621.95	23,378.05	
1140 · Erosion Control Inspection	0.00	0.00	0.00	0.00	0.00	
1000 · Engineering - Other	0.00	0.00	0.00	0.00	0.00	
Total 1000 · Engineering	647,400.00	49,019.52	85,015.92	485,942.81	161,457.19	
2000 · Plan Development						
2010 · Next Gen Plan Development	47,650.00	18,155.25	13,328.00	112,106.50	-64,456.50	
2000 · Plan Development - Other	0.00	0.00	0.00	0.00	0.00	
Total 2000 · Plan Development	47,650.00	18,155.25	13,328.00	112,106.50	-64,456.50	
3000 · Administration						
3010 · Administrator	78,750.00	4,162.50	4,218.75	49,950.00	28,800.00	
3020 · MAWD Dues	7,500.00	0.00	0.00	0.00	7,500.00	
3030 · Legal	26,520.00	3,116.10	1,161.00	21,728.83	4,791.17	
3040 · Financial Management	17,000.00	1,380.94	1,334.00	13,858.68	3,141.32	
3050 · Audit, Insurance & Bond	18,700.00	0.00	0.00	27,133.00	-8,433.00	
3060 · Meeting Catering	2,400.00	197.53	197.53	2,132.05	267.95	
3070 · Administrative Services	2,570.00	605.87	327.38	3,857.69	-1,287.69	
3000 · Administration - Other	0.00	0.00	0.00	0.00	0.00	
Total 3000 · Administration	153,440.00	9,462.94	7,238.66	118,660.25	34,779.75	
4000 · Education						
4010 · Publications / Annual Report	1,200.00	0.00	0.00	1,008.50	191.50	
4020 · Website	1,600.00	0.00	0.00	1,606.50	-6.50	
4030 · Watershed Education Partnership	18,350.00	0.00	0.00	18,850.00	-500.00	
4040 · Education and Public Outreach	28,000.00	375.32	2,346.40	7,376.95	20,623.05	
4050 · Public Communications	1,000.00	0.00	0.00	273.44	726.56	
4000 · Education - Other	0.00	0.00	0.00	0.00	0.00	
Total 4000 · Education	50,150.00	375.32	2,346.40	29,115.39	21,034.61	
5000 · Maintenance						
5010 · Channel Maintenance Fund	25,000.00	0.00	0.00	0.00	25,000.00	
5020 · Flood Control Project Long	35,000.00	0.00	0.00	0.00	35,000.00	
5000 · Maintenance - Other	0.00	0.00	0.00	0.00	0.00	
Total 5000 · Maintenance	60,000.00	0.00	0.00	0.00	60,000.00	
6000 · Special Projects						
6010 · Medicine Lake TMDL Assessment	85,400.00	3,985.10	11,590.50	42,090.10	43,309.90	
6020 · Street Sweeping Prioritization	0.00	244.00	1,956.00	2,200.00	-2,200.00	
Total 6000 · Special Projects	85,400.00	4,229.10	13,546.50	44,290.10	41,109.90	
Total Expense	1,044,040.00	81,242.13	121,475.48	790,115.05	212,815.05	

Bassett Creek Watershed Management Commission						
Statement of Revenues, Expenditures, and changes in Fund Balance - Construction Fund						
11/30/2024						
Unaudited						
		Project Budget	December	Year to Date	Inception to Date Expense	Remaining Budget
Expense						
·	1000 · Engineering	0.00	0.00	0.00	0.00	0.00
·	2024CR-M · CIP-BS Main Stem Restore	1,941,000.00	0.00	1,834.00	87,329.39	1,853,670.61
·	2026CR-P · Plymouth Creek Restor Dunk	0.00	0.00	65,807.71	108,261.58	-108,261.58
·	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 PI	1,300,000.00	0.00	0.00	77,749.39	1,222,250.61
·	BC-5 · CIP-Bryn Mawr Meadows	1,835,000.00	0.00	9,217.58	755,689.56	1,079,310.44
·	BC-7 · CIP-Main Stem Lagoon Dredging	2,759,000.00	0.00	197.50	1,589,533.34	1,169,466.66
·	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	1,121,028.11	1,219,246.72	280,753.28
·	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 Restor	352,000.00	7,566.50	19,640.50	63,430.31	288,569.69
·	NL-2 · CIP-Four Seasons Mall	990,000.00	3,529.50	5,465.50	209,680.56	780,319.44
·	PL-7 · CIP-Parkers Lake Stream Restore	485,000.00	0.00	3,313.50	237,566.62	247,433.38
·	SL-3 · CIP-Schaper Pond	612,000.00	432.00	44,790.00	532,931.96	79,068.04
·	SL-8 · CIP-Sweeney Lake WQ Improvemen	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
·	CL-4 · CIP-Crane Lake Chloride Reduction	0.00	20,827.51	40,728.32	40,728.32	-40,728.32
Total Expense		16,656,531.00	32,355.51	1,271,294.40	8,399,424.08	8,257,106.92



BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

A RESOLUTION OF APPRECIATION FOR THE SERVICES OF ROXANNE BIIDABINOKWE GOULD TO THE BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

WHEREAS, the Bassett Creek Watershed Management Commission (the "Commission") is a joint powers organization formed by the cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale and St. Louis Park; and

WHEREAS, the Commission serves as the duly constituted watershed management organization for the Bassett Creek watershed pursuant to the Metropolitan Surface Water Management Act); and

WHEREAS, under the Act and the Commission's joint powers agreement the Commission is charged with responsibility for the management of storm water to protect persons and property from flooding and to protect and preserve the water quality of lakes, streams and wetlands of the Bassett Creek Watershed and downstream receiving waters; and

WHEREAS, Roxanne Biidabinokwe Gould served as a representative from the City of Golden Valley from October 2023 to November 2024; and

WHEREAS, Roxanne lent her expertise and experience to patiently teach and advocate for the incorporation of Indigenous knowledge, values, and Dakota place names in the Hąǵá Wakpádaŋ/Bassett Creek watershed; and

WHEREAS, Roxanne generously assisted with the development of a land and water acknowledgement statement; and

WHEREAS, Roxanne served on the Education Committee and was instrumental in the creation of a newly imagined watershed map, development of educational content on Indigenous heritage for the map, and recommendations on creek co-naming opportunities;

WHEREAS, Roxanne gave her time and talents, without compensation, to protect and improve the environment and to serve the public with integrity, vision, and respect for others.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Bassett Creek Watershed Management Commission, its member cities, and the public hereby express its sincere and grateful appreciation to Roxanne Biidabinokwe Gould for her distinguished service to the public.

Adopted by the Board of Commissioners of the Bassett Creek Watershed Management Commission this 19th day of December, 2024.

Chair



Stantec Consulting Services Inc.
One Carlson Parkway North, Suite 100
Plymouth MN 55447-4440

December 2, 2024

Attention: Laura Jester
Bassett Creek Watershed Management Commission
16125 Hillcrest Lane
Eden Prairie, MN 55346

Dear Laura Jester,

Reference: 2025 Bassett Creek Watershed Outlet Monitoring Program Services

Thank you for the opportunity to provide a scope of work and budget to continue operating the Metropolitan Council Environmental Services' (MCES) Watershed Outlet Monitoring Program (WOMP) station for Bassett Creek. Stantec has a long history of providing stream monitoring expertise to our clients and are confident this expertise will provide the Bassett Creek Watershed Management Commission (BCWMC) the highest quality stream monitoring.

Scope of Work

Stantec will provide monitoring services and work with MCES staff to ensure that all monitoring needs/requirements for the Bassett Creek WOMP are satisfied. Stantec will complete the following tasks to accomplish the scope of work:

Task 1: Project Management

This task assumes 1 hour of Stantec staff time per month for managing project budget, coordinating sampling with field staff, and communicating between Stantec, MCES, and BCWMC staff.

Task 2: Routine Monitoring

Stantec will collect routine monitoring samples once every two weeks beginning in January 2025 through December 2025 (~26 total events). This task assumes approximately 4 hours of staff time per sample event which includes field sampling preparation, sample collection, and sample delivery to MCES laboratory in St. Paul. This task also covers staff time for on-site equipment training and maintenance with MCES staff.

Reference: WOMP

Task 3: Storm Monitoring

As requested by MCES staff, Stantec will target and collect approximately 15 storm event samples in 2025. This task assumes approximately 4 hours of staff time per sample event which includes field sampling prep, sample collection, and sample delivery to MCES laboratory in St. Paul.

Task 4: Attend MCES Cooperator Forum

One Stantec staff member will attend MCES's WOMP Station Cooperator Forum which is typically held in the spring. A summary of any pertinent information from the forum will be provided to BCWMC staff.

Task 5 (optional): MDA Pesticide Monitoring

In 2023 and 2024, BCWMC requested Stantec collect additional water samples for pesticide analysis by the Minnesota Department of Agriculture (MDA). This task is included as an estimate if MDA chooses to continue pesticide monitoring at Bassett Creek in 2025. As outlined by MDA, Stantec will target roughly one stormwater sample every two weeks from May through August. Water samples will be collected at the same time as routine or storm grab samples and will be dropped off at MDA facilities in St. Paul.

Project Team & Cost Estimate

The following Stantec staff will execute the Scope of Work described above. Other staff will participate as needed.

Katie Kemmitt, Project Manager

Grace Neumiller, Environmental Scientist

Katie Hembre, Environmental Scientist

Task	Staff Hours	Expenses/Mileage	Labor Cost	Total Cost
Task 1	12	--	\$1,960	\$1,960
Task 2	104	\$905	\$14,500	\$15,405

Reference: WOMP

Task 3	60	\$525	\$8,340	\$8,865
Task 4	3	--	\$420	\$420
Task 5 (optional)	10	\$25	\$1,440	\$1,465
Total (with optional Task 5)	189	\$1,455	\$26,660	\$28,115
Total (without optional task 5)	179	\$1,430	\$25,220	\$26,650

Thank you for this opportunity to work with the BCWMC. Should you have any questions or need clarification of anything presented in this scope of work, please do not hesitate to contact Katie Kemmitt at 763 252-6856 or katie.kemmitt@stantec.com.

Sincerely,

Stantec Consulting Services Inc.



Katie Kemmitt
Environmental Scientist
Phone: (763)252-6856
katie.kemmitt@stantec.com

Attachment: Attachment

Reference: WOMP

By signing this proposal, Bassett Creek Watershed Management Commission authorizes Stantec to
Client Company Name
proceed with the services herein described and the Client acknowledges that it has read and agrees to be
bound by the attached Professional Services Terms and Conditions.

This proposal is accepted and agreed on the _____ of _____, _____.
Day Month Year

Per: _____ Bassett Creek Watershed Management Commission
Client Company Name

Print Name & Title

Signature



The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the Client authorizes Consultant to proceed with the services, constitute the Agreement. Consultant means the Stantec entity issuing the Proposal.

DESCRIPTION OF WORK: Consultant shall render the services described in the Proposal (hereinafter called the "Services") to the Client.

TERMS AND CONDITIONS: No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the Client and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This Agreement supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

COMPENSATION: Payment is due to Consultant upon receipt of invoice. Failure to make any payment when due is a material breach of this Agreement and will entitle Consultant, at its option, to suspend or terminate this Agreement and the provision of the Services. Interest will accrue on accounts overdue by 45 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required. The Client will make payment by Electronic Funds Transfer when requested by Consultant, to the extent that it has that ability.

NOTICES: Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

TERMINATION: Either party may terminate the Agreement without cause upon thirty (30) days notice in writing. If either party breaches the Agreement and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the Client of Consultant's invoices within 45 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the Client shall forthwith pay Consultant all fees and charges for the Services provided to the effective date of termination.

ENVIRONMENTAL: Except as specifically described in this Agreement, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater. Consultant is entitled to rely upon information provided by the Client, its consultants, and third-party sources provided such third party is, in Consultant's opinion, a reasonable source for such information, relating to subterranean structures or utilities. The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses and/or expenses, direct and indirect, or consequential damages relating to subterranean structures or utilities which are not correctly identified in such information.

PROFESSIONAL RESPONSIBILITY: In performing the Services, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the Services at the time and the location in which the Services were performed.

INDEMNITY: Client agrees to indemnify and hold Consultant harmless from any claim, cause of action, demand or other liability of any nature or kind (including the costs of reasonable attorney's fees and expert witness fees) arising out of any negligent act or omission of Client in connection with the Services performed under the terms of this Agreement. Likewise, Consultant agrees to indemnify and hold Client harmless from any claim, cause of action, demand or other liability of any nature or kind (including the costs of reasonable attorney's fees and expert witness fees) arising out of any negligent act or omission of Consultant or any subcontractor of Consultant in connection with the Services performed under the terms of this Agreement. Nothing herein shall be deemed a waiver by Client of any limitations or exemptions from liability available to it under Minnesota Statutes, chapter 466 or other law.

LIMITATION OF LIABILITY: It is agreed that, to the fullest extent possible under the applicable law, the total amount of all claims one party may have against the other under this Agreement, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the Services or \$50,000.00. As one party's sole and exclusive remedy under this Agreement any claim, demand or suit shall be directed and/or asserted only against the other party and not against any of the other party's employees, officers or directors.

Either party's liability with respect to any claims arising out of this Agreement shall be absolutely limited to direct damages arising out of the Services and the other party shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the party seeking damages, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

In no event shall either party's obligation to pay damages of any kind exceed its proportionate share of liability for causing such damages.

DOCUMENTS: All of the documents prepared by or on behalf of Consultant in connection with the Project are instruments of service for the execution of the Project. Consultant retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the Client agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). Client shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages



arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.

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

FIELD SERVICES: Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the Project, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the Project. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

GRANT AGREEMENT. Consultant recognizes that Client will undertake certain obligations as part of a "Grant Agreement between the Metropolitan Council and Bassett Creek Watershed Commission For The Metropolitan Area Watershed Outlet Monitoring Program (WOMP2)" (the "Metropolitan Council Grant"), a copy of which is attached to this Agreement. Consultant agrees that the obligations imposed by the Metropolitan Council Grant on subgrantees and subcontractors therein are hereby made binding on Consultant, and that the terms of said agreement are incorporated into this Agreement to the extent necessary for the Metropolitan Council to meet its obligations under the State Grant Agreement. The terms of the Metropolitan Council Grant are incorporated in and made part of this Agreement notwithstanding anything herein that states, suggests or implies otherwise.

GOVERNING LAW/COMPLIANCE WITH LAWS: The Agreement shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the Services are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

DISPUTE RESOLUTION: If requested in writing by either the Client or Consultant, the Client and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. The Parties agree that any actions under this Agreement will be brought in the appropriate court in the jurisdiction of the Governing Law, or elsewhere by mutual agreement. Nothing herein however prevents Consultant from any exercising statutory lien rights or remedies in accordance with legislation where the project site is located.

ASSIGNMENT: The Client shall not, without the prior written consent of Consultant, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

SEVERABILITY: If any term, condition or covenant of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the Agreement shall be binding on the Client and Consultant.

FORCE MAJEURE: Any default in the performance of this Agreement caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract, labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, disease, epidemic or pandemic, or any other cause beyond the reasonable control or contemplation of either party. Nothing herein relieves the Client of its obligation to pay Consultant for services rendered.

COVID-19: The parties acknowledge the ongoing COVID-19 pandemic and agree that the fee and schedule in the proposal is based on what is currently understood. Where conditions change, the parties may have further discussions to manage and mitigate the impact of this evolving situation on the Project.

CONTRA PROFERENTEM: The parties agree that in the event this Agreement is subject to interpretation or construction by a third party, such third party shall not construe this Agreement or any part of it against either party as the drafter of this Agreement.

BUSINESS PRACTICES: Each Party shall comply with all applicable laws, contractual requirements and mandatory or best practice guidance regarding improper or illegal payments, gifts, or gratuities, and will not pay, promise to pay or authorize the payment of any money or anything of value, directly or indirectly, to any person (whether a government official or private individual) or entity for the purpose or illegally or improperly inducing a decision or obtaining or retaining business in connection with this Agreement or the Services.

AUDIT. The books, records, documents and accounting procedures and practices of Consultant relevant to this Agreement are subject to examination by the Client and either the Legislative or State Auditor as appropriate, pursuant to Minnesota Statute 16C.05, subdivision 5.

Memorandum

To: Bassett Creek Watershed Management Commission (BCWMC)
From: Barr Engineering Co. (Barr) (Josh Phillips, Gabby Campagnola, Jim Herbert)
Subject: Item 4F: Bassett Creek 2024 Flood Control Project Inspection - BCWMC December 19, 2024 Meeting Agenda
Date: December 12, 2024
Project: 23270051.62 1080 001

4F Bassett Creek 2024 Flood Control Project Inspection

In accordance with the Operation and Maintenance Manual for the Bassett Creek Flood Control Project (FCP), an annual inspection is required to review the condition of the FCP features. The FCP was turned over to the local sponsor during 2002. Therefore, inspection of the FCP features was initialized during the fall of 2002, which was the first formal inspection by the Bassett Creek Watershed Management Commission (BCWMC). Except as noted, the annual inspections have been performed from 2002-2024. Inspections were not performed during 2003, 2011, and 2013 due to BCWMC budget considerations. Some of the municipalities have performed independent inspections of several of the FCP structures. The municipalities are responsible for routine maintenance and repair of the BCWMC FCP features located within their city. The municipalities are also responsible for submitting the completed FCP Maintenance Record from the previous year's inspection. It is important that the BCWMC receive these records, as the inspection and reporting are essential to ensure the BCWMC/municipalities maintain their eligibility to receive federal funds to repair or replace FCP features in the event of a catastrophe.

Pursuant to BCWMC policy, the municipalities may request reimbursement from the BCWMC for major maintenance and repairs that exceed \$25,000. However, the municipalities must perform regular, routine maintenance and submit the required reporting before requesting and receiving BCWMC reimbursement. This will help prevent the situation wherein the BCWMC pays for maintenance work over \$25,000 because the municipalities neglected routine maintenance for several years. The BCWMC expects the municipalities to inform the Commission in advance (e.g., two years) of their request for reimbursement. The BCWMC will consider adding maintenance and repair projects that are more than \$100,000 to the BCWMC capital improvement program (CIP).

Table 1 provides examples of maintenance and repairs that are major or could be major. In addition, the cities (or other road authority) where the FCP features are located are responsible for maintenance, repair and replacement of road crossings, and their corresponding conveyance structures, which were installed as part of the FCP.

The 2024 inspection comments and recommendations follow Table 1.

Table 1 Routine vs. Major Maintenance and Repairs Items

Item #	Routine vs. Major Maintenance and Repairs—as Recommended by the TAC ¹ and approved by the BCWMC ²
Routine	
1	Vegetation: removal of trees, removal of brush, chemical treatment of stumps, control of noxious weeds, establish vegetation on bare areas
2	Removal of debris: woody debris, riprap, trash from channel, inlets, culverts
3	Repair erosion; channels, inlet and outlet structures, culvert ends
4	Repair/replace riprap: on inlet and outlet ends of culverts, channels, banks
6	Remove sediment from channels, structures, culverts, etc.
10	Repair/maintain guard rails, handrails and fencing: remove rust, prime and paint, repair damaged rails and posts, replace rusted-out sections, repair cables, replace posts, repair chain link fence
12	Repair concrete pipe: repair joints, tie-bolts, spalling, connection to culverts, breakage
13	Repair/replace catch basins, manholes, casting assemblies, grates
14	Repair/maintain debris barrier: removal of debris, repair cables, replace poles
15	Repair/maintain tunnel inlet trash rack: repair/replace trash rack rods (loose or broken, vandalized, bent)
16	Street repairs: pavement, curb and gutter, cracks, depressions, settlement
Major	
5	Repair/replace gabion baskets
7	Remove sediment/dredge ponds, basins, etc.
17	Tunnel repairs: concrete and other repairs to the new Bassett Creek tunnel
Could be major depending on extent	
5	Repair/replace gabion baskets
7	Remove sediment/dredge ponds, basins, etc.
17	Tunnel repairs: concrete and other repairs to the new Bassett Creek tunnel

¹ Based on needed repairs identified during 2016 RCP inspection.

² Per BCWMC actions at their May 19, 2016 and July 21, 2016 meetings.

Note: references to “right” and “left” are with respect to facing downstream.



Bassett Creek Watershed Management Commission

MEMO

To: BCWMC Commissioners and Alternate Commissioners
From: Administrator Jester on Behalf of Plan Steering Committee
Date: December 11, 2024

RE: Plan Steering Committee Recommendations Following November Workshop

On November 20th the BCWMC held a commission workshop to review and discuss issue statements, desired future conditions, and 10-year goals for several issues proposed for the 2025 Watershed Management Plan. Workshop attendees broke into four small groups to discuss the Plan Steering Committee's recommendations. Then the full group came back together for a brief report on small group discussions. A complete set of workshop notes is found [here](#) which were reviewed by the Plan Steering Committee.

At their meeting on December 11th, the Plan Steering Committee developed the following recommended changes to issue statements and 10-year goals in response to the input received at the workshop.

Education and Engagement Category

1. Public Awareness and Action

- Revise issue statement: *Lack of knowledge and resources for action limit the ability and interest of watershed residents and stakeholders to be good caretakers of the BCWMC waterbodies and ecosystems ~~may be limited by the lack of knowledge and resources for action.~~*
- Revise Goal 1A: *Increase public knowledge of and participation in programs or practices for-of waterbody and ecosystem caretaking*
- Revise Goal 1C: *Support citizen-community science and volunteer efforts.*

2. Engagement of Diverse Communities

- Revise Goal 2B: *Seek, consider, and respond to input from all relevant-impacted communities as part of the BCWMC's plans, programs, and projects.*
- Revise Goal 2C: *Incorporate Dakota place names, history, culture, and Native-Indigenous knowledge into BCWMC projects and programs.*

3. Recreation Opportunities

- Revise Goal 3A: *Support recreational uses of, and access to, ~~priority waterbodies~~ lakes, streams, and natural areas, particularly in underserved communities.*

Organizational Effectiveness Category

1. Organizational Capacity and Staffing

- Revise Goal 1B: *~~Implement outcomes of organizational assessment to improve~~ Achieve optimal organizational capacity, efficiency, and effectiveness.*

2. BCWMC Funding Mechanisms

- Revise issue statement: *~~Additional funding sources and/or alternate funding mechanisms for BCWMC administration and implementation are needed to achieve the most efficient, equitable, and robust outcomes for BCWMC administration and implementation are not adequate to achieve the most efficient, equitable, and robust outcomes.~~*

In addition to the specific revisions noted above, note takers in small groups recorded several instances where additional context should be added to the implementation section of the plan, including definition of some terms (such as “equity”), mapping needs (such as official ditches), and explanations on what causes particular issues. The implementation section will also refer to tools the Commission will use to address issues and will reference a table with implementation schedule and budget.



Bassett Creek Watershed Management Commission

MEMO

To: BCWMC Commissioners and Alternates
From: Administrator Jester on Behalf of BCWMC Education Committee
Date: December 12, 2024

RE: Education Committee Recommendations on Watershed Map, Creek Co-naming, and Updated Letterhead

Watershed Map

The Bassett Creek Watershed map is a key piece of education for watershed residents and partners and is popular at community events. At its meeting in September 2023, the Commission approved a project to update and reprint the map as supplies were dwindling and updates were needed. The Education Committee met on six occasions starting in November 2023 to develop concepts, ideas, content, and graphics related to a new printed watershed map.

While the new map has many of the same pieces of information and labels for waterbodies and places, the base of the map was updated from one based on city boundaries, to instead show the topography of the land. The committee believes the landscape perspective helps viewers look beyond political boundaries to see the watershed as a whole region and contiguous ecology.

You will also notice the incorporation of the Dakota name for the creek (Ĥaĥá Wakpádaŋ) and a new inset map showing landscapes as they existed in 1850. This helps viewers understand that this land and water has been present and cared for by Dakota people for millennia and was only recently converted into the suburbs we see today.

The back of the map also has many of the same pieces of information as the previous map including how watershed residents can help protect and improve water and some information about the BCWMC itself.

The back of the map also now incorporates information on Indigenous history and culture, some of the origin story of the Dakota people, and additional resources to learn more. The smaller Dakota makeoce wowapi map is derived from a historical map created by Paul Durand and owned by Jim Rock.

Finally, a new BCWMC webpage on Indigenous culture and Ĥaĥá Wakpádaŋ is referenced with a QR code on the back of the map for additional learning. <https://www.bassettcreekwmo.org/haha-wakpadan-indigenous-culture> For now, this page contains the same information as the map in addition to Dakota vocabulary and a nice photo of Jim Rock and Roxanne Gould. The Education Committee intends to expand the information on this page in the coming months or years.

RECOMMENDATION: The Education Committee recommends directing the Administrator to coordinate printing of the map for use in future education programs.

[For context, find the front of the current map [here](#); and the back of the current [here](#).]

Creek Co-naming and Updated Letterhead

At their meeting in May, the Commission directed the Education Committee (and/or a sub-committee) to develop recommendations regarding the use of both the Dakota name and English names for the creek or other waterbodies in BCWMC publications, signage, website, etc.

A sub-committee met on one occasion to discuss this item. The Education Committee subsequently reviewed their recommendations and agreed they were appropriate to pass on to the Commission.

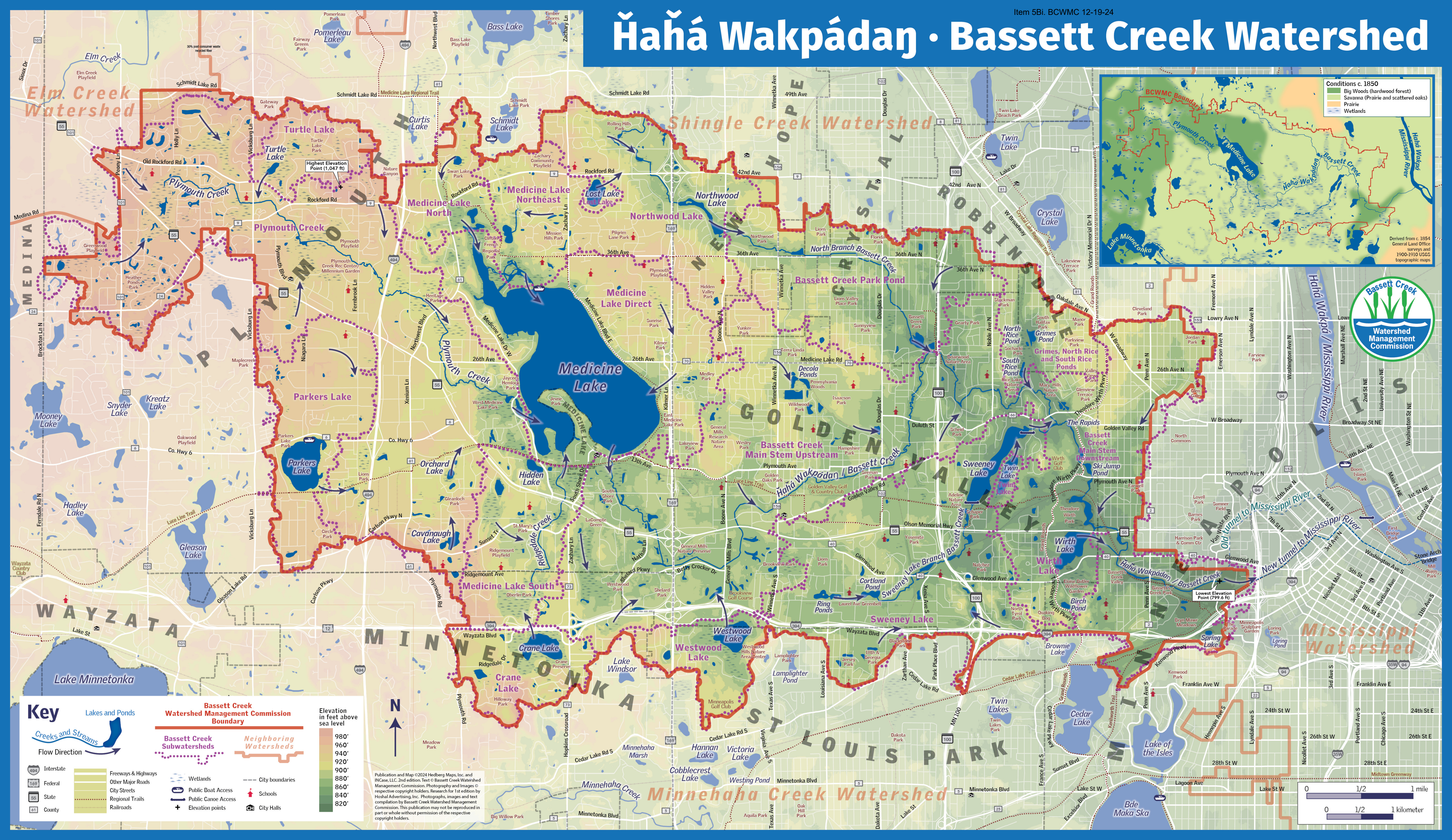
RECOMMENDATION: The Education Committee recommends the following along with the adoption of a new letterhead (see following page).

- a. For simplicity right now use both the Dakota and English names only for the creek and only on the main stem of the creek. (Some lakes or other streams have Dakota names and others either don't have Dakota names or they are unknown.)
- b. Be consistent with format. Place the Dakota name first, then use a slash (rather than a hyphen), and then list the English name: Ħǎǎ́ Wakpádaŋ / Bassett Creek.
- c. Use co-naming wherever possible, particularly on public facing documents and places including signs at road crossings; signs at project sites, in parks, and at Utepils; on the BCWMC website; on the BCWMC letterhead.
- d. Use Dakota artwork (in addition to the name) on signs, on website, and other appropriate places.
- e. Consider where both creek names should be used in the Watershed Management Plan.



Protecting and improving the Ħáĥá Wakpádaŋ / Bassett Creek watershed, homeland of the Dakota people.

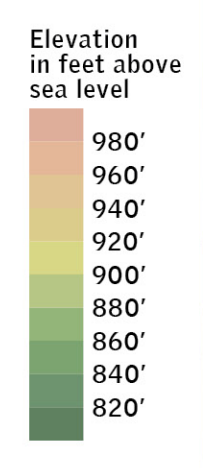
ᨧaᨩa Wapkaᨩaᨩ · Bassett Creek Watershed



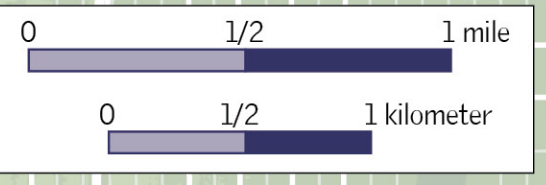
Conditions c. 1850
Big Woods (hardwood forest)
Savanna (Prairie and scattered oaks)
Prairie
Wetlands



- Key**
- Lakes and Ponds
 - Creeks and Streams
 - Flow Direction
 - Interstate
 - Federal
 - State
 - County
 - Freeways & Highways
 - Other Major Roads
 - City Streets
 - Regional Trails
 - Railroads
 - Wetlands
 - Public Boat Access
 - Public Canoe Access
 - Elevation points
 - City boundaries
 - Schools
 - City Halls



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Conservation Education and Implementation Partnership

Overview

The Conservation Education and Implementation Partnership Pilot focuses on improving water quality through three key strategies designed to reduce barriers to taking conservation action:

- Deliver practical and interactive conservation education, outreach, and marketing to increase awareness and literacy of water quality concerns and interest in taking action.
- Provide technical support including workshops, site visits, and project design assistance.
- Offer financial assistance to help defray the cost of taking conservation action.

Funding and partners

This partnership is funded by contributions from the West Metro Water Alliance, Hennepin County, and grants from the Minnesota Board of Water and Soil Resources.

Funders and additional partners include:

- **Grants:** Metro Watershed-based Implementation Program; Pollinator Pathways Program
- **Watershed commissions:** Bassett Creek, Elm Creek, Richfield-Bloomington, Shingle Creek, West Mississippi
- **Cities:** Bloomington, Brooklyn Center, Brooklyn Park, Champlin, Corcoran, Crystal, Dayton, Golden Valley, Maple Grove, Medicine Lake, Medina, Minneapolis, Minnetonka, New Hope, Osseo, Plymouth, Richfield, Robbinsdale, Rogers, St. Louis Park
- **Nonprofit organizations:** Metro Blooms

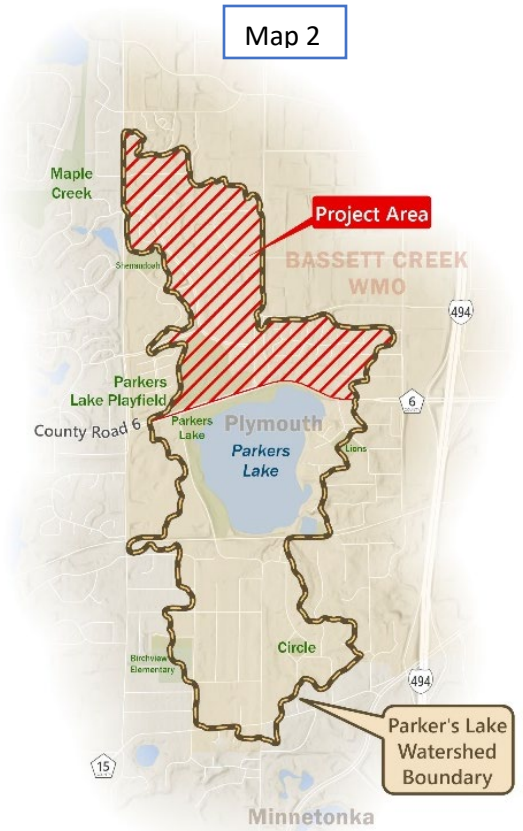
Partnership area map

This map shows the Conservation Education and Implementation Partnership area and locations of water quality improvement projects.



Project area maps

We are working to reduce priority pollutants by implementing water quality improvement projects in the following areas.



Priority pollutants

In 2024 and 2025, the partnership is seeking to address three categories of pollutants:

Chloride

Geographic and audience areas of focus: Businesses north of Parkers Lake (City of Plymouth – see map 2), faith-based facilities throughout partnership area

Client demand and fear of slip and fall lawsuits is the biggest driver of over-salting by contractors. Using the Low Salt, No Salt Minnesota Toolbox, the partnership will offer one-on-one consultations and technical assistance to businesses and faith-based organizations to reduce use of winter deicers. Consultations will generally include presentations and discussions with facility staff or decision-making boards, identification of challenges and opportunities related to snow and ice management, technical and/or financial support to reduce chloride use, and follow-up assistance to help with monitoring, reinforcement, and improvements. Focusing on businesses and faith-based facilities offers opportunities to broaden the impact by changing public perception, awareness, and adoption of practices that reduce chloride pollution.

Bacteria

Geographic and audience area of focus: Pet owners throughout partnership area

There is a major need to address pet waste pollution due to risks it poses to water quality and public health. Pet waste introduces harmful bacteria that lead to human and animal diseases and excess nutrients in bodies of water. A robust [study¹](#) by the University of Minnesota found that a whopping 76 percent of phosphorus and 28 percent of nitrogen found in waterways comes from pet waste. In urban watersheds, household activities dominate nutrient inputs as opposed to commercial, municipal, or industrial actions. All cities within the partnership area are required to complete minimal education on pet waste as a pollutant as part of their Municipal Separate Storm Sewer System (MS4) permit. This campaign will go beyond that by coordinating messaging across multiple partners and developing more focused strategies to influence household behaviors.

Sediment and nutrients

Geographic and audience areas of focus:

- Middle school teachers, students, and families throughout partnership area
- Residents of Southgate Apartments, area draining to Smith Pond (City of Bloomington – see map 1)
- Residents within area draining to Fish Lake and Eagle Lake (City of Maple Grove – see maps 3 and 4)

To reduce sediment and nutrient loading into bodies of water, the partnership is using three strategies:

1. Promoting the Adopt-A-Drain program in schools to increase stormwater literacy, awareness, and water protection behaviors, specifically the adoption of storm drains by classrooms and families.
2. Working collaboratively with residents of Southgate Apartments (a predominantly underserved, Spanish-speaking community) to improve water quality in Smith Pond and the RBWMO watershed. The project will likely include practices that divert runoff and treat water (e.g., rain gardens) and provide community benefits like nature play areas.

¹ University of Minnesota. *Contrasting nitrogen and phosphorus budgets in urban watersheds and implications for managing urban water pollution*. Retrieved from <https://pnas.org/doi/full/10.1073/pnas.1618536114>

3. Offering shoreline restoration and resilient yard workshops to residents with the goal of improving water quality in Fish Lake and Eagle Lake in Maple Grove. Workshop participants will be offered technical and financial support to make water quality improvements.

Coordinated messaging and communications

In support of these efforts, the partnership identified a need for a coordinated media strategy. Each month, guided by a calendar, partners are provided with media kits (www.westmetrowateralliance.org/media-kits.html) that include social media posts, newsletter articles, and photos. The partnership is strengthening connections with city communications staff to share messages and resources.

BCWMC ADMINISTRATOR PERFORMANCE EVALUATION FORM

Annual Administrator Review

Review Period: January 1, 2024 – December 31, 2024

(Please return completed form confidentially to: _____)

Rating Scale:

1	2	3	4	NI
Improvement Recommended (IR)	Good	Very Good	Outstanding	No Information

Comments Section: Specific reasons must be listed in this section for all **IR ratings**. This section may also be used to provide any additional information relevant to the performance factor.

PERFORMANCE FACTORS

CIRCLE APPROPRIATE RATING

ORGANIZATION AND QUALITY	1	2	3	4	NI
Uses logical sequences to complete tasks; demonstrates creativity and improvisation; offers cost effective and efficient solutions; produces accurate, neat and comprehensive work.					
Comments:					

INITIATIVE AND RESPONSIBILITY	1	2	3	4	NI
Correctly, assesses situations and recognizes Commission priorities and needs; is self-sufficient and appropriately autonomous; recognizes personal mistakes; ability to learn from mistakes; takes responsible action under stress.					
Comments:					

JUDGEMENT AND JOB KNOWLEDGE	1	2	3	4	NI
Understands required job skills/knowledge; recognizes problem ramifications/implications; offers feasible and relevant ideas and solutions; maintains knowledge of emerging developments in profession.					
Comments:					

WORK HABITS	1	2	3	4	NI
Is punctual and reliable; follows up on requests and assignments; follows policies and adheres to organization deadlines; requires little direction or follow-up.					
Comments:					
COMMUNICATION SKILLS	1	2	3	4	NI
Communicates well both orally and in written form; prepares organized and appropriately detailed materials; speaks well in public (prepared, professional, gives direct answers); public relations/customer service qualities (understanding, helpfulness and follow-up); solicits ideas, suggestions and opinions of others; covers an issue thoroughly without overdoing it; communicates in a straightforward manner, even when dealing with sensitive issues.					
Comments:					

LEADERSHIP CHARACTERISTICS	1	2	3	4	NI
Instills trust, is honest when dealing with others, keeps promises and can be trusted with confidential information; provides direction and makes expectations clear; establishes a manageable workload for commission and self; knows when to delegate and when to take personal responsibility. Keeps focus on the big picture while implementing details.					
Comments:					

OVERALL PERFORMANCE COMMENTS: What suggestions, ideas or concerns do you have about your administrator?					
OVERALL PERFORMANCE RATING	1	2	3	4	NI

BCWMC ENGINEERING PERFORMANCE EVALUATION FORM

Annual Engineering Team Review

Review Period: January 1, 2024 – December 31, 2024

(Please return completed form confidentially to: _____)

Rating Scale:

1	2	3	4	NI
Improvement Recommended (IR)	Good	Very Good	Outstanding	No Information

Comments Section: Specific reasons must be listed in this section for all **IR ratings**. This section may also be used to provide any additional information relevant to the performance factor.

PERFORMANCE FACTORS

CIRCLE APPROPRIATE RATING

ORGANIZATION AND QUALITY	1	2	3	4	NI
Uses logical sequences to complete tasks; offers cost effective and efficient solutions; produces accurate, organized, understandable, and comprehensive work.					
Comments:					

INITIATIVE AND INNOVATION	1	2	3	4	NI
Proactively assesses situations and recognizes Commission priorities and needs; provides solutions to Commission problems with innovation, creativity, and critical thinking.					
Comments:					

JUDGEMENT AND JOB KNOWLEDGE	1	2	3	4	NI
Lives up to their commitments to BCWMC commissioners and projects including appropriate scope, schedule, budget, and communication.					
Comments:					

WORK HABITS	1	2	3	4	NI
Is punctual and reliable; follows up on requests on assignments; follows policies and adheres to organization deadlines.					
Comments:					
COMMUNICATION SKILLS	1	2	3	4	NI
Communicates well both orally and in written form; prepares organized and appropriately detailed materials; speaks well in public (prepared, professional, gives direct answers); public relations/customer service qualities (understanding, helpfulness and follow-up); solicits ideas, suggestions and opinions of others; covers an issue thoroughly without overdoing it; communicates in a straightforward manner, even when dealing with sensitive issues.					
Comments:					

TEAM CHARACTERISTICS	1	2	3	4	NI
Instills trust, is honest when dealing with others, provides an appropriate team with the right people for the job, appropriate capacity, accessibility, timely replies/responsiveness, skills.					
Comments:					

OVERALL PERFORMANCE COMMENTS: What suggestions, ideas or concerns do you have about your engineering team?					
OVERALL PERFORMANCE RATING	1	2	3	4	NI



Bassett Creek Watershed Management Commission MEMO

Date: December 12, 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 (No change since August): 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 legalcounsel 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 2023 meeting the Commission approved a partial reimbursement to MPRB for \$400,000. Corrections to a weir that was installed at the wrong elevation were made in spring 2024. A final grant report was submitted to the MN Board of Water and Soil Resources in late January 2024 and the final grant payment was recently received. Project as-built drawings were recently completed and an operations and maintenance plan is being developed. Final reimbursement requests from MPRB and Minneapolis are expected later this year. 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) (No change since November):

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. A carp survey of Schaper Pond and Sweeney Lake were recently completed which found higher than expected carp numbers in Sweeney Lake. Carp Solutions completed box netting in Sweeney Lake in late September 2024. At the October meeting the Commission Engineer reported that 191 carp were removed bringing the carp density to about 31.3 kg/hectare, less than the 100 kg/hectare threshold for water quality problems. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=277>.

2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2) (No changes since August): 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 2023 were presented at the July 2024 meeting. Results show continued excellent water quality. The CIP funding remains in place 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): 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, Dominion 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 Dominion 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 2023 meeting. Changes to those plans were needed to address permitting requirements resulted. Those changes were presented at the November 2024 meeting and were administratively approved by the Commission Engineers. The city plans to begin construction in early 2025. Project webpage: <http://www.bassettcreekwmo.org/index.php?cID=282>.

2021 Parkers Lake Chloride Reduction Project (PL-7) (No change since March): 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. Commission Engineers and Administrator recently met with city staff and the WMWA educator to discuss outreach, possibly highly contributing properties, data needs, and possible approaches to reducing chlorides. Project website: www.bassettcreekwmo.org/projects/all-projects/parkers-lake-drainage-improvement-project

2022 Medley Park Stormwater Treatment Facility (ML-12) (No change since November): 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 2022 and winter construction was finished in late January 2023. Activities in spring 2023 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 2023, 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 2023. An interim grant report was submitted to the MN Board of Water and Soil Resources in late January 2024. Construction and vegetation establishment is largely complete. The Commission approved the first reimbursement request from Golden Valley at their October 2024 meeting. Additional reimbursement requests are forthcoming during the vegetation management phase of the project. 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 2023): 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:

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 recently reviewed by city staff. An agreement with the city of Golden Valley for design and construction was approved at the November 2024 Commission meeting. 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): 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 hired Midwest Wetland Improvements to design the project. 60% designs were conditionally approved at the October meeting. A public open house was held on October 23rd. 90% design plans were approved at the November 2024 meeting. Construction is likely to get underway in late fall/early winter. Project website: <https://www.bassettcreekwmo.org/projects/all-projects/ponderosa-woods-stream-restoration-project>.

Sochacki Park Water Quality Improvement Project (BC-14) (No change since September): 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 review a scope and budget for design and discuss construction sequencing, funding availability, and cooperative agreement provisions. TRPD was recently awarded \$1.6M in federal funding for this project and other facility investments in Sochacki Park. Staff provided a project update at the March meeting. A cooperative agreement with TRPD and Robbinsdale was approved at the April meeting. Three Rivers Park District contracted with Barr Engineering to develop project designs. A Phase II Environmental Assessment was recently completed. Preliminary results were presented at a recent project partner meeting. Soil contamination (including PCBs) was found in some areas to be above MPCA action levels. TRPD and their consultants (Barr Engineering) are developing response plans and considering applying for Hennepin County Environmental Response funds. The Sochacki Park Joint Powers Operations Committee is meeting soon. 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) (No change since October): 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 was held on March 11th. Residents who attended are in favor of the project and had questions about impacts to trees, potential construction activities in specific reaches, and buckthorn removal. The feasibility study was approved at the May meeting with Option 3a being approved for implementation. At the June meeting the Commission approved a maximum levy for 2025 that includes funding for this project which was approved by the Hennepin County Board August 6th. A Clean Water Fund grant application for \$400,000 was submitted to the BWSR in August. At its September meeting, the Commission held a public hearing on this project and approved a resolution officially ordering the project, setting the 2025 levy, and entering an agreement with the City of Plymouth for design and construction. The city will hold a public open house on this project in spring 2025 after the city contracts with an engineering firm. Project webpage: <https://www.bassettcreekwmo.org/projects/all-projects/plymouth-creek-restoration-dunkirk-lane-38th-ave-n>.

Crane Lake Chloride Reduction Demonstration Project, Minnetonka (CL-4) (No change since October): At the meeting in July, the Commission approved a scope and budget for the feasibility study for this project. The Commission Engineer is gathering background information. A project kick off meeting was held September 26th. Project webpage: <https://www.bassettcreekwmo.org/projects/all-projects/crane-lake-chloride-reduction-demonstration-project>.

Administrator Activities November 14 – December 11, 2024

Subject	Work Progress
CIP and Technical Projects	<ul style="list-style-type: none"> • <u>Ponderosa Woods Restoration Project</u>: Reviewed and commented on 90% design plans; met with Commission Engineer to discuss additional tree removals and potential requirements to mitigate tree loss. • <u>Bassett Creek Valley</u>: Arranged and participated in meeting with city staff (CPED and Water/Sewer), and Commission Engineers to discuss a project to update the 2019 floodplain and stormwater treatment study. Spoke with Wellington re: recent purchase of Pioneer Paper property and redevelopment in the area • <u>Lost and Northwood Lake TMDLs</u>: Continued correspondence with MPCA and Commission Engineers re: plans for TMDL development including roles, timeline, funding • <u>Medicine Lake TMDL Assessment Project</u>: Met with Commission Engineers to get project update; project report is expected to • <u>Street Sweeping Prioritization Project</u>: Arranged kick off meeting and reviewed agenda
Education and Outreach	<ul style="list-style-type: none"> • Corresponded with map design contractor and culture advisors on continued map edits • Participated in meetings and correspondence related to Low Salt, No Salt campaign and Winter Salt Week • Corresponded with inquiring volunteer and MPRB staff re: volunteer monitoring in Wirth Lake or Bassett Creek • Reviewed Watershed Connections Program – new Hennepin County program replacing River Watch • Participated in meetings re: Haha Wakpadan oral history project next steps and grant opportunities • Developed and coordinated with website contractor to publish new webpage on Indigenous heritage and Haha Wakpadan • Participated in Low Salt, No Salt MN introductory meeting with WMWA conservationist, Plymouth staff, and property managers with Meritex in Parkers Lake subwatershed
Administration	<ul style="list-style-type: none"> • Developed agenda; reviewed invoices and submitted expenses spreadsheet to Plymouth; reviewed financial report; drafted November meeting minutes; reviewed memos, reports, and documents for Commission meeting; printed and disseminated meeting information to commissioners, staff, and TAC; updated online calendar; drafted meeting follow up email; ordered catering for December Commission meeting • Participated in pre-meeting call for November with Commission Engineer and Chair Cesnik • Draft TAC meeting agenda and materials • Distributed invoices to cities for 2025 assessments • Developed resolution of appreciation for R. Gould with input from TAC member Eckman • Corresponded with Commission Attorney and city staff re: status of Bassett Creek Tunnel agreement with MPLS • Document filing (including signed JPAs), mailing checks and agreements, mailing certificate of appreciation and signed resolution to M. Welch, posted October meeting minutes and updated project pages • Assisted with development of staff evaluation forms and correspondence with Commissioner Pentel • Reviewed and corresponded with Stantec and Commission Attorney re: 2025 WOMP agreement and checked on status of Met Council WOMP agreement
MN Watersheds	<p>MN Watersheds Conference and Annual Meeting</p> <ul style="list-style-type: none"> • Registered Commissioner Kennedy • Submitted delegate information • Confirmed and corresponded re: lodging • Printed business meeting materials for delegates • Attended conference including education sessions, trade show, luncheon, banquet • Assisted commissioners with transportation between meeting locations • Developed slide on BCWMC for MN Association of Watershed Administrators meeting • Attended MN Association of Watershed Administrators meeting

2025 Watershed Management Plan	<ul style="list-style-type: none">• Met with Commission Engineers for bi-weekly check in meetings• Prepped for and participated in November Commission Workshop; prepared workshop notes and suggested edits resulting from workshop• Drafted meeting minutes for November PSC meeting• Reviewed/commented on update plan development schedule and budget• Developed tables comparing stream and wetland buffers among cities and watersheds; reviewed Commission Engineer’s recommendations for revisions• Prepared agenda and materials for December PSC meeting; attended meeting
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