Bassett Creek Watershed Management Commission

AGENDA MEMO
Date: October 15, 2026
To: BCWMC Commissioners
From: Laura Jester, Administrator
RE: Background Information for 10/22/26 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **PUBLIC FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM with attachment**

4. **CONSENT AGENDA**
   A. Approval of Minutes – September 17, 2026 Commission Meeting - **ACTION ITEM with attachment**

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

   C. Approval of Payment of Invoices **- ACTION ITEM attachments available upon request –** *Commission Treasurer reviewed invoices 1 and 2; I reviewed the remaining invoices; we recommend payment.*
      i. Keystone Waters, LLC – September 2026 Administration
      ii. Keystone Waters, LLC – September 2026 Administrative Expenses
      iii. Barr Engineering – September 2026 Engineering Services
      iv. Triple D Espresso – October Meeting Catering
      v. City of Plymouth – September 2026 Accounting Services
      vi. Kennedy & Graven – August 2026 Legal Services
      vii. Stantec – WOMP Activities
      viii. Kaitlyn Egan – September Communications & Outreach Activities
      ix. Strategic Consulting and Coaching – Organizational Assessment
      x. Finance and Commerce (Bridge Tower) – Public Hearing Notice
      xi. ECM Publishers – Public Hearing Notice
      xii. Shaun Kennedy – MN Watersheds Summer Tour Expenses
      xiii. Bradley Blackhawk - Ȟaȟá Wakpádaŋ Water Blessing Event
      xiv. Darlene St. Clair - Ȟaȟá Wakpádaŋ Water Blessing Event

   D. Approval of Reimbursement Agreement with Met Council – **ACTION ITEM with attachment** – *In 2015 the BCWMC entered an agreement with Met Council to be reimbursed for Commission Engineer time in design discussions and coordination meetings regarding the Blue Line LRT Project. Amendments to the original agreement were approved in 2017 and 2019. The latest agreement expired on December 31, 2020. Although the Blue Line LRT project was on pause for several years, planning has started again by the Met Council and they are again requesting input from the Commission Engineer ahead of a formal project review application. Attorney Anderson reviewed the attached agreement and his recommended changes were accepted by Met Council. Staff recommends approval.*

   E. Approval to Resolve Potential Conflicts of Interest by Directing Administrator to Review Certain Local Water Plans – **ACTION ITEM with attachment** – *Similar to action taken in May to resolve a conflict of interest with the City of St. Louis Park's local water management plan, staff recommends conflict avoidance for review of local water plans for any city contracting with Barr Engineering for local plan development. See attached memo for additional information.*

5. BUSINESS

A. Consider Approval of Scope and Budget for Engineering Services for Phase II Lagoon Dredging and Wetland Restoration Project (20 min) – **ACTION ITEM with attachment** – *This project was officially ordered at the Commission meeting last month. This project will be fully designed and constructed by the BCWMC rather than through an agreement with a member city or partner. The Commission Engineer developed the attached scope and budget for all engineering services including project design, bidding, construction administration, etc. This budget is considerably lower than the $510,000 estimate presented in the feasibility study approved in June. Staff recommends approval.*

B. Consider Approval of Scope and Budget for Wirth/Eloise Butler Wetland Hydrology Study (20 min) – **ACTION ITEM with attachment** – *The Bassett Creek Watershed Management Plan includes study S-14: Theodore Wirth Hydrology Study with a cost estimate of $70,000. The purpose of this study is to quantify the proportional influence of groundwater, surface water, and stormwater in the Wirth / Eloise Butler wetland under current conditions to help inform ecological and peatland restoration being planned by the Minneapolis Park and Rec Board and MN Board of Water and Soil Resources. Staff recommends approval of the budget and potential contingency, if needed, using Special Project Funds.*

C. Consider Approval of Revision to Scope and Budget for Northwood and Lost Lakes TMDL Support Services (15 min) – **ACTION ITEM with attachment** – *At their April 2025 meeting, the Commission approved a scope of work and budget for the Commission Engineer to update the Commission's pollutant loading model (P8), collect lake sediment cores and complete lab analysis, attend up to two stakeholder meetings, and prepare a memo on results of the technical analyses for use by the MPCA on the Total maximum Daily Load (TMDL) studies for Northwood and Lost Lakes. The Commission Engineer's work was completed in February and since that time MPCA staff have been working on developing the TMDLs. Unfortunately, two additional upcoming and critical tasks were not included in the original scope and budget. Staff recommends approval of the attached amendment to the scope and budget. This project is funded with Special Project Funds.*

D. Consider Adjustment to Bassett Creek Restoration Project Engineering Services Budget (10 min) – **ACTION ITEM with attachment** – *At their meeting January, the Commission approved an updated budget for engineering services for this project and have been closely tracking time and expenses throughout the year. In order to accommodate necessary construction oversight activities in spring 2027, I am recommending an adjustment to the budget as outlined in the attached memo.*

E. Consider Approval of Attendance at Minnesota Watersheds Annual Conference (10 min) – **ACTION ITEM with attachment** – *Minnesota Watersheds will host their annual conference in Nisswa MN December 2 – 4, 2026. Registration for the entire event is $350 (+$40 for Administrators to attend the quarterly administrators meeting); lodging is $148/night/person. I recommend approval to send me and up to three commissioners or alternate commissioners to the conference including reimbursement for mileage, lodging expenses, and registration costs. Commissioner expenses come from the education budget; my expenses come from the Administrator budget.*

6. COMMUNICATIONS (15 minutes)

A. Administrator's Report
   i. Medicine Lake Task Force and Survey Update
   ii. Reminder of November Wednesday Meeting Date
   iii. Update on WMWA Positions and New Website

B. Engineer
C. Legal Counsel
D. Communications & Outreach Coordinator
E. Chair
F. Minnesota Watersheds
G. Commissioners
H. TAC Members
   i. Report on October 7th Meeting
I. Committees
   i. Administrative Services Committee Update on Organizational Assessment Project
   ii. Education Committee Meeting – October 26th

7. INFORMATION ONLY (Information online only)

A. Administrative Calendar
B. CIP Project Updates www.bassettcreekwmo.org/projects
C. Grant Tracking Spreadsheet
D. WCA Notice, Golden Valley
E. September Minnesota Watersheds Newsletter

8. ADJOURNMENT

Upcoming Meetings & Events

- Metro Watersheds Quarterly Meeting: Tuesday, October 20th, 7:00 p.m., Capitol Region WD
- BCWMC Education Committee Meeting: Monday, October 26th, 4:00 p.m., Brookview
- BCWMC Administrative Services Committee Meeting: Wednesday, November 4th, 12:00 p.m., Brookview
- BCWMC Regular Meeting: Wednesday, November 18th, 8:30 a.m., Golden Valley City Hall
- Minnesota Watersheds Annual Conference and Meeting: December 2 – 4, Nisswa MN