



Bassett Creek Watershed Management Commission

MEMO

Date: January 8, 2013
From: Laura Jester, Administrator
To: BCWMC Commissioners
RE: **Administrator's Report**

Since the December Commission meeting, I spent time coordinating and attending various meetings, and responding to issues including correspondence and coordination for the following:

- Corresponding with representatives of a Sweeney Lake homeowner regarding a request for an educational sign
- Preparing for the January TAC meeting
- Drafting Plan Steering Committee meeting minutes
- Assisting with coordinating XP-SWMM model tutorial
- Drafting December Commission meeting minutes
- Assisting with letter regarding Medicine Lake water level issue, compiling stakeholder issues
- Attending MPCA Presentation on Water Quality Standards
- Preparing for January Commission meeting including drafting agenda, compiling materials, and reviewing invoices, contracts, reimbursement requests, technical memos, etc.

The following table provides detail on my activities December 1 - 31.

<p>Administration – Correspondence, informational meetings, general administration:</p> <p>Phone and email correspondence with various Commissioners, TAC members, consultants and other partners including: S. Virnig, J. Oliver, K. Chandler, A. Herbert, C. LeFevre, Chair Black, D. Asche, J. de Lambert, L. Goddard, C. Carlson, residents, developers, Friends of Bassett Creek, state agencies</p> <p>Coordination of various projects, meetings, and programs including Medicine Lake: surveying stakeholders, drafting and distributing Commission plan for facilitating continued discussions, coordinating meeting with Three Rivers Park District and drafting meeting notes, commenting on draft letter from Chair Black; coordinating XP-SWMM tutorial; working with A. Herbert to improve website; attending internal process improvement meeting; responding to resident concerns and coordinating meeting regarding Sweeney Lake outlet; coordinating with resident regarding educational sign at Sweeney Lake; attending presentation on MPCA's water quality standards and strategies; etc.</p> <p>Administration – Meeting attendance:</p> <p>12-4-13 Meeting with Three Rivers Park District re: Medicine Lake</p> <p>12-19-13 Commission Meeting</p> <p>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</p> <p>Develop meeting agendas and materials and review relevant documents for BCWMC meeting, review meeting notes, perform follow up tasks; develop agendas and materials for January TAC meeting</p> <p>Administration - Watershed Management Plan Development:</p> <p>Review draft policies; develop and distribute agenda and meeting materials; attend 12-16-13 Plan Steering Committee meeting; draft meeting notes for 12-16-13 and 11-20-13 meetings</p>

In the coming month, I plan to work on the following items:

- Assist with preparations and follow up tasks for Commission and committee meetings
- Assist with development of educational sign on Sweeney Lake, if directed
- Assist with development of watershed map
- Research other organizations' budget carry over policies and prepare recommendation for Commission policy
- Attend XP-SWMM tutorial
- Assist the Board of Water and Soil Resources with staff interviews for Bassett's new Board Conservationist (at BWSR request)
- Work on fiscal year-end items with Deputy Treasurer
- Continue gathering input of Medicine Lake issues and work towards hosting a large stakeholder meeting
- Work to post pertinent Watershed Plan Development materials and current CIP project information online
- Continue to gather and post materials for new Commissioners
- Begin developing financial policies