



Bassett Creek Watershed Management Commission

MEMO

Date: November 12, 2013
From: Laura Jester, Administrator
To: BCWMC Commissioners
RE: **Administrator's Report**

As many of you know, there are multiple issues to address and projects to keep me busy these days! Since the October Commission meeting, I have spent time coordinating and attending various meetings, and responding to issues including correspondence and coordination for the following:

- Polling stakeholders of Medicine Lake (as directed by Administrative Services Committee) to understand various issues and impacted uses on Medicine Lake
- Assisting with the development of a waterbody classification table for the Watershed Plan
- Responding to a resident's request regarding the status of implementing the Sweeney Lake TMDL
- Responding to resident's concern about possible erosion near Twin Lake
- Reviewing the water quality and wetland impacts analysis from the proposed diversion on Schaper Pond and distributing to MPCA and MDNR
- Assisting with gathering possible CIP selection criteria for Plan Steering Committee and TAC
- Drafting TAC meeting agenda and meeting memo
- Review of 2013 budget and coordination with Deputy Treasurer regarding 2014 CIP Project budgets and other necessary adjustments
- Coordination of Education Committee meetings and assistance with watershed map proposal

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

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| <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, B. Wozney (BWSR), C. LeFevre, Chair Black, D. Asche, J. de Lambert, M. Welch, C. Carlson, Mayor Holter, R. Anhorn (Hennepin County), developers, state agencies</p> <p>Coordination of various projects, meetings and programs including DNR evaluation 2010 Clean Water Fund grant projects (gathering and transferring documents to DNR and participating in on-site project evaluations); Hennepin County Committee meeting; surveying stakeholders re: issues and concerns with Medicine Lake; Dispute Resolution Committee (including informal meeting with Plymouth and Medicine Lake Commissioners and B. Wozney); development of watershed map (including meeting with Hedberg Design in Minneapolis); finalizing and posting CIP flowchart and Feasibility Study Criteria; etc.</p> <p>Administration – Meeting attendance:</p> <p>10-7-13 TAC Meeting 10-8-13 WMWA Meeting 10-17-13 Commission Meeting 10-29-13 Hennepin County Budget and Capital Investment Committee 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 for follow up tasks; develop agendas and materials, review documents and draft TAC memo for TAC</p> |
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| meeting; assist with coordination of Dispute Resolution Committee meeting and Education Committee meeting |
| Administration – Document review and development: Review invoices, XP SWMM Model memo, dispute resolution materials |
| Administration - Watershed Management Plan Development: Review draft policies; distribute agenda and meeting materials; attend 10-28-13 Plan Steering Committee meeting and draft meeting notes; draft waterbody lake classification table; draft meeting notes for 9-23-13 Plan Steering Committee; gather information on water monitoring activities; prepare for Commission workshop – develop agenda and meeting materials; coordinate with K. Chandler and G. Williams; draft workshop minutes |

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

- Assist with preparations and follow up tasks for Commission and committee meetings
- Continue gathering input of Medicine Lake issues
- Work to post pertinent Watershed Plan Development materials online (meeting with A. Herbert scheduled for 12/5)
- Continue to gather and post materials for new Commissioners
- Begin developing financial policies
- Begin developing a policy or process for transferring and documenting CIP payment information to the Deputy Treasurer and onto Commissioners and TAC members