



## Bassett Creek Watershed Management Commission

### MEMO

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

Since the August Commission meeting, I continue to spend much of my time coordinating various meetings, activities, and responding to issues including correspondence and coordination for the following:

- Setting meeting dates, assisting with agenda development, and distributing materials for committee meetings: Budget Committee, Education Committee, Dispute Resolution Committee, Administrative Services Committee, Technical Advisory Committee, and Plan Steering Committee
- Attending a meeting with MPCA, DNR, Commission Engineer and Golden Valley staff re: Schaper Pond project pre-permit application, preparing meeting notes
- Attending Budget Committee meeting, preparing meeting notes
- Attending Dispute Resolution Committee meeting, preparing meeting notes, cancelling second meeting
- Attending Education Committee meeting, preparing meeting notes and setting second meeting
- Preparing for 9/19/13 Commission meeting
- Coordinating access to Sweeney Lake for fish surveys
- Gathering background information and speaking with stakeholders (City of Medicine Lake) regarding Medicine Lake Dam issue
- Gathering water quality monitoring program information from various agencies and cities
- Assisting residents with finding grants for residential projects

The following table provides detail on my activities August 1 – 31.

<b>Administration – Correspondence, informational meetings, general administration:</b>
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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, T. Hoshal, Chair Black, D. Asche, developers, state agencies, residents inquiring about grants for residential projects
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Coordination of pre-permitting meeting with DNR and PCA for Schaper Pond project, setting meeting, distributing agenda and materials; correspondence with G. Wilson (Barr Engineering) re: Wirth Lake delisting possibility; correspondence with G. Black and T. Hoshal re: resignation from Commission; coordination of access to Sweeney Lake for fish surveys including emails, phone calls, picking up gate key; correspondence with Meadowbrook School re: past grant project; development/distribution of Public Hearing notice; correspondence re: Lancaster Lane Project; on-site meeting with E. Eckman, J. Fox, and watershed resident at Sweeney Lake re: lake access; etc.
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<b>Administration – Meeting attendance:</b>
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8-15-13 Commission Meeting
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<b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b>
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Draft meeting notes (TAC memo) from 7-29-13 TAC meeting; develop meeting agendas and materials for
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BCWMC meeting, review meeting notes for follow up tasks; plan for multiple committee meetings including Dispute Resolution, Budget, Education, Administrative Services; gather materials for Dispute Resolution Committee meeting
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<b>Administration – Document review and development:</b>
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Review invoices, 2013 budget status, Dispute Resolution materials
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<b>Administration - Watershed Management Plan Development:</b>
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Draft 7-29-13 Plan Steering Committee Meeting minutes
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Gather water quality monitoring information from various stakeholders
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In the coming month, I plan to work on the following items:

- Assist with preparations and follow up tasks for several upcoming committee meetings
- Work to post pertinent Watershed Plan Development materials online
- Continue to gather and post materials for new Commissioners
- Continue gathering information on existing water monitoring projects/programs in the watershed for use in the development of the Watershed Plan
- 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