



## Bassett Creek Watershed Management Commission

# MEMO

Date: August 6, 2013  
From: Laura Jester, Administrator  
To: BCWMC Commissioners  
RE: **Administrator's Report**

Since the July Commission meeting, I worked to get caught up after some vacation time and to continue coordinating various meetings, activities, and issues including correspondence and coordination for the following:

- Coordinating and meeting with resident and Golden Valley staff re: public access to Sweeney Lake
- Assisting with development of 7/29 TAC meeting materials; attending meeting; writing TAC recommendations memo and sending it out for review
- Assisting with the development of the 7/29 Plan Steering Committee meeting; attending meeting; writing minutes
- Scheduling initial Dispute Resolution Committee meeting
- Rescheduling Watershed Tour
- Scheduling Administrative Services Committee meeting
- Wirth Lake de-listing information/process
- Meeting with MPCA, DNR, Commission Engineer and Golden Valley staff re: Schaper Pond project pre-permit application meeting
- Revoked appointment of Commissioner Hoshal by City of Medicine Lake
- Sending official notice of September 19<sup>th</sup> Public Hearing

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

<b>Administration – Correspondence, informational meetings, general administration:</b> 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. LeFevere, T. Hoshal, Chair Black, D. Asche, developers, state agencies  Request updates and additions to website, general filing  Correspondence with Steve McComas for fish survey proposal, resident regarding access to Sweeney Lake, etc.
<b>Administration – Meeting attendance:</b> 7-29-13 TAC Meeting
<b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> Develop meeting agendas and materials for BCWMC meeting, TAC meeting; review meeting minutes for follow up tasks; find dates for dispute resolution committee meeting
<b>Administration – Document review and development:</b> Review invoices, XP-SWMM draft memo for TAC
<b>Administration - Watershed Management Plan Development:</b> Develop Plan Steering Committee Meeting agenda and minutes 7-1-13 and 7-29-13 Attend Plan Steering Committee Meetings

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

- Re-coordinate the Watershed Tour
- Assist with preparations for the August 19<sup>th</sup> Next Generation Plan Steering Committee meeting
- Set and coordinate Administrative Services Committee Meeting
- Set and attend pre-application meeting on Schaper Pond
- Work to post pertinent Watershed Plan Development materials online
- Continue to gather and post materials for new Commissioners
- Begin 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

In August, I will be on a family vacation in Colorado but will have frequent access to email and phone August 17 – 25. I will respond to email and phone as needed and as I'm able.