



Bassett Creek Watershed Management Commission

MEMO

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

As I'm sure you've noticed there are a lot of Commission activities in the month of June and thus much to coordinate and carry out. Since the May Commission meeting, there have been five committee/partner meetings (TAC, Next Gen Plan Steering Committee, Budget Committee, Hennepin County Budget Committee, and West Metro Water Alliance). Additionally, the Watershed Summit and Watershed Tour are coming up. I have been working with staff, Commissioners and TAC members to determine the details of these events including developing a presentation for the Summit and visiting Watershed Tour sites in order to determine the tour route, gain needed access at sites, and take photos.

Additionally, I have assisted TAC and Commissioners with several issues in the last few weeks including:

- Questions from residents on Sweeney Lake regarding that lake's outlet elevation. This issue was investigated by the Commission Engineer and a letter was distributed to the Hidden Lakes Homeowners Association.
- A request from a Hidden Lakes Homeowners Association member for additional information regarding the possible in-lake alum treatment of Twin Lake and the public hearing for the Major Plan Amendment. A letter was written by the Commission and distributed by the Homeowners Association to their members.
- Working to develop the 2014 Commission expenses, expected revenues, and budget details.

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

Administration – Correspondence, informational meetings, general administration:
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, M. Welch, D. Asche, developers (2), D. Hanson, Rainbow Tree Care
Watershed tour coordination and invitation distribution, interview with Sun Post, setting Budget Committee meeting, renew website domain name
Correspondence/coordination/discussion re: public hearing, Major Plan Amendment, Sweeney Lake outlet, Medicine Lake dam and water levels, Twin Lake alum treatment

Administration – Meeting attendance: 5-14-13 WMWA Meeting 5-16-13 BCWMC Meeting
Administration – Preparing agendas, meeting materials, meeting notes, follow up: 5-16-13 BCWMC Meeting 6-6-13 TAC Meeting
Administration – Document review and development: Review invoices, audit Refine Roles and Responsibilities document Develop 2014 draft budget
Administration - Watershed Management Plan Development: Refine and type issues list from small group meetings; correspond with Barr re: survey results, GTS re: meeting attendance, L. Loomis re: July Plan Steering Cmte Mtg; meeting with G. Williams and K. Chandler re: plan input schedule; invite agencies and partners to Summit, workshop and July Commission meeting; requested webpage development for Plan documents 5-20-13 Plan Steering Committee meeting: prepare and distribute agenda, attend and takes meeting notes, type and distribute meeting notes

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

- Coordinate the Watershed Tour including developing the Tour handout
- Prepare for and attend the July 1st Next Generation Plan Steering Committee meeting
- 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 July, I will be taking some (long planned) vacation time with my family and friends from Europe. While I will be able to prepare materials for the July 18th Commission meeting, I will not be able to attend the meeting. I will be away from email and cell phone service July 17 – 24.