



Bassett Creek Watershed Management Commission

MEMO

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

April was a busy month with 3 Committee meetings, continued coordination of the small group meetings, development of the preliminary 2014 budget, finalizing the Roles and Responsibilities document, beginning to organize the Watershed Tour, and general coordination and meeting materials preparation.

I would like to specifically note a few items:

- There has been a request to develop a "new Commissioners" handbook that would include a watershed map, list of acronyms, list of contacts, bylaws, and a flow chart of water governance structure in the Metro area (WMOs, state agencies, local governments, etc.). I've been asked by the Administrative Services Committee to "poll" Commissioners to determine how useful this would be.
- Ms. Herbert and I have been discussing the proper mailing address for the Commission, even considering a post office box. The Commission website will likely be updated with a few different addresses depending on the type of correspondence being mailed.
- After consultation with Counsel LeFevere and the Administrative Services Committee, meeting minutes will only require one signature moving forward.

The following table provides detail on my activities April 1 – 30.

Administration – Correspondence, informational meetings, general administration:
Phone and email correspondence with various Commissioners, TAC members, consultants and other partners including: S. Virnig, K. Chandler, A. Herbert, L. Kremer, E. Francis (WSB), B. Wozney (BWSR), C. LeFevere, M. Karius (Hennepin Co.), L. Loomis, J. Schaust (WMWA), T. Hoshal, Chair Black, M. Welch, J. Riss, D. Asche, J. Rumsey (AMLAC), developers (3), Rainbow Tree Care
CAMP coordination, delivering exhibit materials, conference call re: Lakeview Park Pond Project, watershed tour coordination, delivering tricycle to raffle winner, filing
Meetings with C. Rickenberg (Engineering and Arts School), A. Herbert, W. Clark and T. Russell (Friends of Mississippi River)
Administration – Meeting attendance:
4-4-13 TAC Meeting
4-18-13 BCWMC Meeting
4-25-13 Budget Committee Meeting

4-25-13 Administrative Services Committee Meeting
Administration – Preparing agendas, meeting materials, meeting notes, follow up: 4-4-13 TAC Meeting 4-18-13 BCWMC Meeting 4-25-13 Budget Committee Meeting 4-25-13 Administrative Services Committee Meeting
Administration – Document review and development: Review invoices, Barr memo re: comments to FEMA, WMWA minutes Refine Roles and Responsibilities document Gather 2014 budget materials
Administration - Watershed Management Plan Development: Solicit and review GTS proposal, coordinate AMLAC small group meeting – prep and deliver materials, begin sorting issues notecards from small group meetings 4-22-13 Plan Steering Committee meeting: prepare and distribute agenda, attend and takes meeting notes, type and distribute meeting notes, participate in affinity mapping exercise

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

- Continue the 2014 budget process
- Assist with planning for the Watershed Summit
- Coordinate the Watershed Tour
- Begin gathering information on existing water monitoring projects/programs in the watershed for use in the development of the Watershed Plan
- Begin developing a policy or process for transferring and documenting CIP payment information to the Deputy Treasurer and onto Commissioners and TAC members