



Bassett Creek Watershed Management Commission

Administrative Services Committee

Meeting Notes

Thursday April 25, 2013

10:00 a.m.

Golden Valley City Hall

Attendees: Commission Chair Ginny Black, Commissioner Ted Hoshal, Alternate Commission Dave Hanson, Administrator Laura Jester

1. Identify Good Committee Meeting Time and Day of Week

Committee members each noted their typical days and times of conflict. Friday mornings at 8:30 may be a good time for everyone for future committee meetings. There was some discussion about the tasks and purpose for this Committee. Jester noted she could add various Commission committees to the Roles and Responsibilities document. It was noted that this Committee should meet approximately once a quarter.

2. Discuss Need for Signatures on Commission Meeting Minutes

Jester reported that she had reviewed the Commission bylaws and inquired with legal counsel LeFevere regarding the need for two signatures on the meeting minutes. Both Commissioner Welch and LeFevere indicated one signature on the minutes is a good practice to identify the version of the minutes that are actually approved by the Commission. However, LeFevere noted that two signatures weren't necessary.

There was consensus among Committee members that only the Secretary need sign the minutes and this should be the practice going forward. Jester will include this item in her next Administrator's report.

3. Identify Official Commission Mailing Address

Jester noted that BWSR would like to include an address for the Commission on their website. Jester noted that the letterhead and return address on the envelope have two different addresses and that she was also receiving Commission correspondence at her home. There was considerable discussion regarding the proper and easiest place for mail to be sent and retrieved including Golden Valley City Hall, Plymouth City Hall or a post office box. Jester was directed to consult with Deputy Treasurer Virnig and recording secretary Herbert to figure out best address to improve efficiency.

4. Discuss Possible Reimbursement of Mileage to Commissioners and Volunteers

Jester wondered if there was a way to reimburse Commissioners and other volunteers for their mileage when performing Commission business (such as facilitating small group meetings, hosting exhibits at expos and other events, etc.). Jester received a quote from LMCIT for additional insurance coverage for Commissioners and volunteers which amounted to a \$145/year premium.

There was discussion about needing to document exactly who and for what activities mileage would be reimbursed. Jester was asked to bring this to the May Commission meeting for discussion.

5. Discuss Roles and Responsibilities of Consultants, Commissioners, and TAC member

Jester walked through the draft document of roles and responsibilities, including suggested edits submitted by Commissioner Welch. The group discussed each item and decided on changes, additions, and deletions.

It was suggested that the roles and responsibilities of the three Commission committees (Next Generation Plan Steering Committee, Administrative Services Committee, and the Budget Committee) should be added to the document.

The group asked Jester to have the document reviewed by legal counsel LeFevere, the Commission engineers, and recording secretary Herbert. The draft document should come before the Commission at the May meeting.

6. Discuss Regular Review of Consultants

There is a desire to start a formal process of conducting performance reviews of consultants. There was discussion about the appropriate timing of such reviews including biennially before consultant proposals were solicited, or before contracts are renewed. Jester indicated the consultants are not under contracts with expiration dates. There was consensus that an annual performance review near the end of each year was appropriate so that results could be taken into consideration if and when consultants increase their hourly rates and during the proposal solicitation process. It was noted that perhaps a closed meeting of the Administrative Services or Executive Committee could be conducted to perform such reviews. Jester indicated she would check with legal counsel LeFevere and add this item to the Commission calendar.

Meeting adjourned at 12:00 p.m.