



Bassett Creek Watershed Management Commission

MEMO

Date: April 10, 2013
 From: Laura Jester, Administrator
 To: BCWMC Commissioners
 RE: **Administrator's Report**

Lately, I have been learning much about the CIP process and the Major Plan Amendment process – including how complicated and involved these processes are in consideration of Hennepin County timelines, mandatory review timelines, BWSR timelines, and BCWMC timelines. I will continue to work with Engineer Chandler to understand these processes and coordinate these activities in the future.

I have spent considerable time on the public input process for the Watershed Management Plan including developing background materials (even a brief PowerPoint presentation) for small group meetings. I learned about the education materials the Commission uses and how nicely these materials are organized and maintained by Commissioner Hoshal and others.

Additionally, I corresponded with the member cities regarding the May 16th public hearing on the Plan Amendment and the proposed amendment to extend the JPA.

The following table provides detail on my activities March 1 – 28.

Administration – Correspondence and Informational meetings:

Phone and email correspondence with various Commissioners, TAC members, and Consultants including: S. Virnig, K. Chandler, A. Herbert, B. Wozney (BWSR), C. LeFevre, M. Karius (Hennepin Co.), L. Loomis, J. Schaust (WMWA), J. Anderson (WMWA), watershed resident (re: availability of native seeds), watershed teacher (re: partnership possibilities), T. Hoshal, W. Sicora, Chair Black, M. Welch, P. Crough, D. Asche

Meeting with J. Anderson and T. Hoshal re: educational opportunities and exhibits

Meeting with K. Chandler re: TAC meeting agenda, budget, etc.

Administration – Meeting attendance:

3-8-13 Mtg w/ MPRB, WSB, Commissioners Welch and Goodard re: stream restoration project in Wirth Park

3-11-13 Administrative Services Committee Meeting

3-12-13 WMWA Meeting

3-21-13 BCWMC Meeting

Administration – Preparing agendas, meeting materials, follow up tasks:

3-11-13 Administrative Services Committee Meeting

3-21-13 BCWMC meeting

3-21-13 Agenda memo, Administrator's report, follow up tasks list

4-413 TAC meeting

Administration – Document review, general administration:

Review Biotic Monitoring Report, Briarwood/Dawnview Report, Barr memo on Rule 8410 Amendment, materials for MPRB website, revised watershed map, invoices

Develop Roles and Responsibilities document

Prepare and send letters to cities re: JPA Amendment and Public Meeting Notice

Inquiry about Twin Lake fisheries with MDNR

Administration - Watershed Management Plan Development:

Develop/distribute facilitators guide and background materials for sm. group mtgs.

Develop intro presentation and deliver materials for Minneapolis 3/30 meeting

Correspondence with Brad Wozney, Linda Loomis, GTS, Karen Chandler, Andrea Weber, Commissioners Hoshal, Welch, Goddard, Black, Riss

3-25-13 Next Generation Plan Steering Committee meeting attendance and prep

Since the end of March I attended the April 4th TAC meeting and prepared much of the memo with notes from that meeting. I participated in conference calls regarding the Lakeview Park Pond Project, Briarwood Dawnview Project, and the GTS proposal for assistance with the Watershed Summit. I've also been in contact with Judy Arginteanu regarding distribution of her public interest article and will meet with Friends of the Mississippi River regarding their Blue Star Award Program on April 12th.

In the coming month, I plan to continue learning about the Commission and will work on the following items:

- Begin the 2014 Budget document and procedure
- Finalize the Roles and Responsibilities Document
- Assist with drafting responses to the Major Plan Amendment
- Continue to assist with gathering public input on the Plan, including planning for the Watershed Summit
- Begin coordination of the watershed tour
- Begin developing a policy or process for transferring and documenting CIP payment information to the Deputy Treasurer and onto Commissioners and TAC members