



Bassett Creek Watershed Management Commission

MEMO

Date: March 13, 2013
From: Laura Jester, Administrator
To: BCWMC Commissioners
RE: **Administrator's Report**

I continue to learn about this organization – its people, places and resources. In the past month, much of my time was spent preparing and distributing materials for the Watershed Assessment and Visioning Exercise (WAVE) to gather input from the public on the Watershed Plan. I assisted in coordinating the small group meetings in all 9 cities with city councils, city commissions, or city staff. Linda Loomis and other volunteers are facilitating those meetings using a process and materials designed by the Next Gen Plan Steering Committee, Linda Loomis and me. Additionally, I developed background materials for distribution to the small groups prior to the meetings and met with Commissioners Welch and Goddard and MPRB staff to discuss the public meeting in Minneapolis.

I also had a great tour of Golden Valley – its water resources, projects and flooding concerns from Jeff Oliver and Eric Eckman. These tours are very helpful for me to better understand the area. I hope to tour additional areas and meet with more city staff or Commissioners in the coming months.

The following table provides detail on my activities through February 28th.

<p>Administration – Correspondence and Informational meetings:</p> <p>Introductory meetings with J. Anderson & D. Spector with WMWA and Shingle Cr. WMO; C. Bleser with Riley Purgatory Bluff Creek WD; tour of Golden Valley projects/resources with J. Oliver and E. Eckman</p> <p>Phone and email correspondence with various Commissioners, TAC members, and Consultants: S. Virnig, K. Chandler, A. Herbert, B. Wozney (BWSR), L. Harrod (Met Council), T. Peterson (HCD), developers (2), C. LeFevere, M. Karius (Hennepin Co.), L. Loomis, J. Schaust (WMWA), J. Strock (Wenck), J. Anderson (WMWA)</p>
<p>Administration – Meeting attendance:</p> <p>2-4-13, 2-21-13, 2-25-13 Mtgs w/ S. Virnig, D. Asche re: budget and documentation</p> <p>2-7-13 TAC meeting</p> <p>2-18-13 Mtg w/ A. Herbert re: web updates, meeting notices, etc.</p> <p>2-19-13 Conference call w/ Karen Chandler, Jim de Lambert – Commission mtg prep</p> <p>2-21-13 BCWMC Meeting</p> <p>2-21-13 Mtg w/ C. LeFevere re: open meeting law, etc.</p>
<p>Administration – Preparing agendas, meeting materials, follow up tasks:</p> <p>2-7-13 TAC meeting</p> <p>2-21-13 BCWMC meeting</p> <p>2-21-13 Agenda memo, Administrator's report, follow up tasks list</p>
<p>Administration – Document review, general administration:</p> <p>Review Consultant Letters of Interest Proposals, write feedback letters</p> <p>Review 2013 Budget and documents</p> <p>Review Invoices</p> <p>Review Twin Lakes Feasibility Report</p> <p>Review 2011 Annual Report</p> <p>Write articles for Water Links Newsletter</p> <p>General filing</p>

Administration - Watershed Management Plan Development:

Plan Process and Steps document review and edits

Finalization and posting of public input survey

Review, comment and distribution of public interest article

Finalization and distribution of letters to cities requesting small group meetings

Correspondence with Linda Loomis, Karen Chandler, Andrea Weber, Greg Wilson, Commissioners Hoshal, Welch, Goddard, Black

2-4-13 Meeting with Linda Loomis and GTS re: Public Input Process

2-25-13 Next Generation Plan Steering Committee meeting attendance and prep

2-28-13 Meetings with Lisa Hinz (U of M Extension) and Linda Loomis re: small group meeting facilitation process, materials needed

Since the end of February I prepared meeting notes for the 2/25/13 Next Gen Plan Steering Committee Meeting. I also coordinated, attended and prepared minutes for the 3/11/13 Administrative Services Committee Meeting. I also attended the 3/12/13 West Metro Watershed Association meeting, worked to gather CAMP volunteers, drafted a Roles and Responsibilities document, reviewed the 2012 Biotic Index Monitoring Report, and drafted a letter to cities regarding the JPA amendment.

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
- Investigate Twin Lake fisheries information from MDNR
- Finalize list of CAMP volunteers and solicit contract from Met Council
- Finalize the Roles and Responsibilities Document
- Coordinate with Any Herbert and Karen Chandler to finalize 2012 Annual Report
- Work with Charlie LeFevere to draft a Commission Meeting attendance/open meeting law policy or guidance
- Work with Deputy Treasurer Virnig to update the CIP budget tracking as recommended by the TAC
- Continue to distribute the “interest” article on the Plan to news outlets and newsletters
- Continue meeting with individual Commissioners and TAC members