



Bassett Creek Watershed Management Commission

Administrative Services Committee

Meeting Notes

Monday March 11, 2013

4:30 p.m.

Liesch Associates, Inc.

13400 15th Ave. N. Plymouth, MN 55441

Attendees: Committee Chair Jim De Lambert, Commission Chair Ginny Black, Commissioner Ted Hoshal, Administrator Laura Jester

1. Feedback to Administrator on first 60 Days

Commissioners agreed that Administrator Jester was doing a good job and that her response on issues to Commissioners and others was timely. Commissioners noted that the Administrator should make use of committees to work on issues outside of regular Commission meetings, should rely on committee chairs, and should not feel apprehensive to contact Commissioners as needed. Commissioners asked to continue increasing efficiency and transparency.

Administrator Jester reported that she enjoyed her work with the Commission and was adjusting to her schedule. She also noted that she was working to improve efficiencies and reduce unnecessary correspondence with Commissioners.

2. Roles and Responsibilities Among Consultants

Administrator Jester distributed a draft document with a list of roles and responsibilities for the Commission Administrator, Engineers, Legal Counsel, and Recording Secretary. There was much discussion regarding tasks currently completed by each consultant and how those tasks fit with a new Administrator – particularly between the Administrator and Recording Secretary. Duplication of tasks should be avoided as much as possible. Additional efficiencies with minutes, meeting materials, and correspondence should be sought and implemented.

Commissioners commented that the records retention policy should be revisited and the new "agenda memo" by the Administrator should be reviewed the next Commission meeting. There was discussion about the review and approval of draft agendas. Chair Black noted she would like to see a draft agenda before it's finalized and would rather not have action items be added (nor deleted) after her review, unless notified. There was some discussion about the possible need for regular performance reviews of the consultants.

The Commissioners asked that the Roles and Responsibility document be modified to include Commissioners and TAC members so these groups also have explicit tasks and known responsibilities. This document would then be a good item to add to the "new Commissioner" packet. Additionally, feedback from other consultants is needed on the draft Roles and

Responsibilities document. A final version should come to the Commission at its April or May meeting after further review from this Committee.

3. Administrator Travel Expenses

As stated in the agreement with Administrator Jester, the practice of not reimbursing for her travel time and mileage was to be reviewed within 90 of the execution of the agreement. Administrator Jester reported the mileage and time spent traveling to and from Commission meetings or other Commission business during January and February. She indicated she did not need reimbursement for these overhead expenses at this time and recommended no change to the agreement. Commissioners agreed that no change in the agreement was needed at this time.

4. Beginning of Budget Process

Commission Chair Black indicated the following initial steps of the budget process and asked that Administrator Jester begin gather the necessary information and bring it back to Budget Committee.

1. Work with Deputy Treasurer to adjust the budget table to include a 2014 column and finalize the 2012 "actual" column
2. Get estimates from consultants on their anticipated 2014 expenses
3. Get recommendation from education committee on 2014 expenses and/or programs
4. Determine what tasks are needed and not currently being done or what tasks are being done that aren't needed

An April meeting of the Budget Committee and Administrative Services Committee was proposed to review the revised Roles and Responsibilities document and further develop the 2014 budget.