



## Bassett Creek Watershed Management Commission

### MEMO

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

It was a busy 1 ½ months learning about the Commission, its projects and programs, and the way it does business! I am pleased to learn about the robustness of the organization and the deep commitment and involvement of the Commissioners, alternates, TAC members. Since I started, I have met one-on-one with some Commissioners, took a tour of Plymouth projects, worked to dovetail my activities with the Recording Secretary and Engineer, and worked with the Next Generation Plan Steering Committee and staff on development of the Plan Process and Public Input Process. Specifically, I helped Karen Chandler and Linda Loomis think through each step of the plan development process and refine the Plan Process and Steps document, helping to add responsible parties and costs. I facilitated the Gaps Analysis Workshop with Commissioners and TAC members, and I drafted a survey for residents to gather needed public input on the Plan.

The following table provides detail on my activities on the Plan and in other areas through January 31<sup>st</sup>.

<p><b>Administration – Correspondence and Informational meetings:</b></p> <p>Introductory meetings with Amy Herbert, Barr Engineers (Chandler, Herbert and Kremer), Commissioner Sicora, Commissioner Johnson, Derek Asche (including tour of projects), Tom Peterson (HCD)</p> <p>Phone and email correspondence with Commissioners and TAC, Karen Chandler, Amy Herbert, Brad Wozney (BWSR), Judy Sventek (Met Council), Kevin Bigalke (Nine Mile Creek WD), Claire Bleser (Riley Purgatory Bluff Creek WD), Leigh Harrod (Met Council), Kate Drewry (MDNR), Tom Peterson (HCD), developers (2), Diane Spector (WMWA, Shingle Creek WMO), Judie Anderson (WMWA, Shingle Creek WMO), Commissioner Welch, Commissioner de Lambert, Chair Black</p> <p><b>Administration – Meeting attendance:</b></p> <p>1-3-13 TAC meeting</p> <p>1-17-13 Administrative Services Committee meeting</p> <p>1-17-13 BCWMC meeting</p> <p>1-25-13 Mpls Park Board, City of Mpls re: BCWMC projects and outreach plans</p> <p>1-25-13 Atlas 14 Presentation at Barr Engineering</p> <p><b>Administration – Preparing agendas, meeting materials, meeting notes:</b></p> <p>1-17-13 Administrative Services Committee meeting</p> <p>1-17-13 Commission meeting</p> <p>2-7-13 TAC meeting</p> <p><b>Administration – Document review, general administration:</b></p> <p>Review of Bylaws, Policy Manual, Springsted Report</p> <p>Email list development</p> <p>Website domain name update</p> <p>Website review and updates</p> <p>Consultant Letters of Interest Proposals</p> <p>Education budget/WMWA Activities – review and draft memo</p>
--

**Administration - Watershed Management Plan Development:**

Gaps Analysis document Review

Plan Process and Steps document review and edits

Development of draft public input survey

Correspondence with Linda Loomis, Karen Chandler, Greg Williams

1-7-13 Next Generation Plan Steering Committee meeting

1-24-13 Meeting with Linda Loomis, Karen Chandler to refine Plan Process document

1-28-13 Next Generation Plan Steering Committee meeting attendance and prep

1-28-13 Gaps Analysis Workshop attendance and prep

Since the end of January I also met with Deputy Treasurer Virnig to review budget documents, and with Diane Spector and Judie Anderson of WMWA/Shingle Creek to learn more about those organizations and Shingle's plan development process. I also helped Linda Loomis draft a letter to cities inviting their participation in the Plan development and distributed it to member cities.

I also attended the 2/7/13 TAC meeting and spent considerable time developing the agenda and meeting materials for the 2/21/13 BCWMC meeting.

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

- Develop a Roles and Responsibilities of consultants document
- 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
- Distribute the "interest" article on the Plan to news outlets and newsletters
- Develop materials for small group meetings in cities and distribute and/or train the meeting facilitators
- Develop meeting agendas and materials for 3/21/13 BCWMC meeting
- Tour the City of Golden Valley and pertinent projects with city staff
- Continue meeting with individual Commissioners and TAC members