



Bassett Creek Watershed Management Commission

Administrative Services Committee Meeting Notes

10:00 a.m. – 11:30 a.m.

Thursday January 17, 2013

Golden Valley City Hall Council Conference Room; 7800 Golden Valley Rd; Golden Valley MN 55427

Attendees: Ginny Black, Wayne Sicora, Ted Hoshal, Jim de Lambert, Laura Jester

The following items were discussed at the Committee meeting:

1. Administrator's areas of focus
 - a. Finalization of Policy Manual – The manual is about 85% complete but should not be a focus of the Administrator at this time. It could be handled in separate pieces and different issues arise over the year. Some pieces may be resolved or decided upon through development of the Watershed Management Plan. Reports and documents that come to Commissioners should be tied back to a policy.
 - b. Role in development of Watershed Management Plan – This should be a primary area of focus right now. This effort needs some direction and guidance to move forward.
 - c. Role in CIP Process – This process is already pretty streamlined but will need some level of attention to bring projects through various phases efficiently and in timely manner.
 - d. Other areas of focus: Come up to speed on the Commission's operating procedures and programs; meet with Commissioners and city staff, and JASS (re Shingle Creek WMO); help committees get agendas out and minutes prepared efficiently
2. Plan for communication through staff, committees, and Commissioners
 - a. Administrator should develop a Roles and Responsibilities document for consultants including Administrator, Recording Secretary, Barr Engineers, and Counsel. Jester should consult with Ginny on this document and bring to February Commission meeting.
 - b. Administrator should receive all Commission communication and decide where it should be routed for efficiency.
3. Administrator's participation in various groups (such as Metro WaterShed Partners, Association of Watershed District Administrators, etc.)
 - a. Administrator should attend West Metro Watershed Alliance meetings for a few months
 - b. No need to attend Metro Watershed Partners meetings on behalf of Commission
 - c. Administrator should develop protocol for deciding what other meetings to attend
4. Direction to Administrator to meet with people/entities at their request, direct work of other consultants, perform progressive and self-directed work tasks, etc.
 - a. Administrator should direct the work of the Recording Secretary and should work to increase efficiency and reduce duplication of efforts
5. Other items
 - a. The BCWMO website needs updating with Administrator contact information and a link to the Water Links newsletter (WMWA)
 - b. Administrator should prepare a monthly report to show activities over the past month, including a list of communications (emails, phone calls, meetings)