



Item 5G.
BCWMC 12-15-16

Bassett Creek Watershed Management Commission

MEMO

To: BCWMC Commissioners
From: Laura Jester, Administrator
Date: December 7, 2016

RE: Item 5G. BCWMC Administrative Services Committee Recommendations

At their meeting on December 5th, the Administrative Services Committee discussed several policy-related items. The committee forwards the following recommendations to the Commission.

Item 5Gi – Policy Manual Updates

At your meeting in November, the Commission approved policies 2.1 – 2.11 (except 2.6). The draft BCWMC Policy document included with meeting materials includes the remaining policies 2.6 and 3.1 – 3.6 with the committee recommended changes tracked.

NOTE: A few policies are recommended to be struck from the document entirely due to their inclusion – in much more detail – in the 2015 Watershed Management Plan. These include former policies on external costs CIP projects; administration of water quality management standards; public involvement; and review of developments, improvements, and agency permits.

NOTE: The former language in policy 3.5 regarding the channel maintenance fund was replaced with policy language approved by the Commission in December 2015.

NOTE: Policy 3.2.2 Subdivision 11 includes policy language regarding cost sharing of CIP projects with cities who wish to take some pollutant removal credit. This policy was discussed at the November Commission meeting, was subsequently revised by Commissioner Welch, and was reviewed by the TAC at their 11/28 meeting. The TAC recommends the Commission NOT adopt such a policy because they believe it's unlikely for this scenario to happen again. The Administrative Services Committee and I recommend the policy be adopted to provide guidance for future similar situations, if they arise.

NOTE: Policy 3.6 is a new policy that reflects action taken by the Commission at their October meeting regarding when and how to request proposals for projects (RFP process).

The Committee recommends approval of these policies as presented.

Item 5Gii – Resolution Approving Records Retention Schedule

Appendix B of the policy manual is a comprehensive records retention schedule (attached with meeting materials). This schedule was reviewed and revised by the Commission's legal counsel and additional input was provided by the Administrative Services Committee. The schedule must be formally approved by resolution (attached).

The Committee recommends approval of the Records Retention Schedule and the resolution.

Item 5Giii – Report on Staff Performance Evaluations

Committee Chair Mueller compiled the results of the staff evaluations and presented them at the Committee meeting. A total of 16 Commissioners and TAC members completed evaluations. They contained good feedback to staff on areas where expectations are being exceeded and areas where improvements can be made. Evaluation results are considered private data and cannot be included in the meeting packet, but overall results indicate that both Karen and I are performing between “meets” and “exceeds” expectations, depending on the task. Commissioner Mueller will provide more information at the meeting.

Item 5Giv – Solicit Letters of Interest Proposals for Technical and Legal Services

Per State Statue 103B.227, the Commission “shall, at least every two years, solicit interest proposals for legal, professional, or technical consultant services before retaining the services of an attorney or consultant or extending an annual services agreement.” The Commission last solicited proposals in December 2014.

The Committee recommends directing staff to submit for official publication a notice soliciting “letters of interest proposals” (rather than full proposals) for legal and technical consulting services.

Item 5Gv – Amendments to Administrator Contract

The Committee recommends an amendment to the Administrators contract to align with current job duties and the 2017 budget. The 2017 budget includes an increase in the maximum monthly Administrator “salary” from \$5,150 to \$5,600 in order to allow for a few extra work hours per month and a slight increase in the Administrator’s hourly rate from \$67 to \$70/hour.