



Bassett Creek Watershed Management Commission

MEMO

TO: BCWMC Commissioners
FROM: Laura Jester, Administrator
DATE: August 7, 2014

RE: Orientation Materials for New Commissioners

At their meeting on May 27, 2014, the BCWMC Administrative Services Committee directed me to develop a list and gather materials for new Commissioners. These are materials that could be reviewed by new Commissioners to learn about the watershed and the activities and functions of the Commission. Below is a draft list of materials including primary materials (more basic documents) and secondary materials (links to more detailed documents that could be reviewed for more information).

QUESTIONS for COMMISSION:

How should these materials be available to Commissioners?

- a. Special folder on website
- b. Thumb drive
- c. Paper copies

What materials are missing?

What materials should be switched from primary to secondary or vice versa?

PRIMARY MATERIALS

1. Watershed Map
2. Overview of Commission (from existing introductory PowerPoint presentations)
3. Current Operating Budget
4. Commission Roster (link to current roster)
5. Description and Purposes of a Watershed Management Organization from BWSR
6. Description of Commission Committees
7. Roles and Responsibilities Document
8. Commission Bylaws (with those regarding Commissioners highlighted)
9. Open Meeting Law Summary
10. Executive Summary of latest Annual Report
11. Executive Summary of Current Watershed Management Plan (including goals)
12. Memo from Barr with Overview of Commission's Development Review Program

SECONDARY MATERIALS (links to documents for further depth and additional reading, as desired)

1. Watershed Management Plan
2. Full Annual Reports
3. Metropolitan Surface Water Management Act (MN Statutes 103B.201 to 103B.255)
4. MN Rules 8410 which govern watershed plan content and implementation
5. Summary of Conflict of Interest Information
6. Summary of Gifts to Public Officials Law