



Bassett Creek Watershed Management Commission

MEMO

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

There continues to be a lot going on with the Commission! Since the February Commission meeting, I spent time coordinating and attending various meetings, and responding to issues including correspondence and coordination for the following:

- Coordinating the Medicine Lake Stakeholder meeting; recording meeting results, gathering presentations, requesting posting on website
- Preparing agenda, distributing materials, and attending Plan Steering Committee meeting
- Assisting with preparation of agenda, attending, and drafting meeting minutes for TAC meeting
- Finalizing memo to Met Council regarding 2014 CAMP monitoring
- Tracking down and requesting re-issuance WOMP grant reimbursements never received in 2013 or 2014
- Assisting with coordination of CIP project reviews and maintaining CIP process timeline
- Coordinating with BWSR and Hennepin County regarding major plan amendment process; distributing major plan amendment to agencies and cities
- Meeting with Ted Hoshal and Hedberg Maps re: watershed map
- Preparing for March Commission meeting including drafting agenda, compiling materials, and reviewing invoices, contracts, technical memos, etc.

The following table provides detail on my activities February 1 - 28.

<p>Administration – Correspondence, informational meetings, general administration:</p> <p>Phone and email correspondence with various Commissioners, TAC members, consultants and other partners including: S. Virnig, J. Oliver, J. Fox, K. Chandler, A. Herbert, C. LeFevre, G. Black, D. Asche, M. Welch, T. Hoshal, J. de Lambert, C. Carlson, residents, developers, Hennepin County, state agencies</p> <p>Coordination of various projects, meetings, and programs including soliciting volunteers (in some cities) and gathering contact information for 2014 CAMP volunteers; developing and distributing major Plan Amendment materials to review agencies; requesting/receiving 2014 WMWA agreement; reviewing Sweeney Lake TMDL and corresponding with concerned resident and Golden Valley staff; attending internal meeting regarding next steps with Schaper Pond; coordinating official response to draft 2014 Impaired Waters List; assisting with preparation of March TAC meeting agenda and materials; gathering updates on NEMO program and watershed map project; preparing for Medicine Lake Stakeholder meeting – finalizing agenda, finding and coordinating with facilitator, coordinating speakers and venue, distributing official meeting announcement</p> <p>Administration – Meeting attendance:</p> <p>2/11/14 Meet with GV staff and resident re: Sweeney Lake TMDL Implementation 2/11/14 WMWA Meeting 2/20/14 Commission Meeting</p> <p>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</p> <p>Develop meeting agendas and materials and review relevant documents for BCWMC meeting, send materials to</p>

Recording Secretary for distribution; review draft meeting minutes, list follow up tasks
Administration – Document review and development: Review invoices and 2015 Main Stem Restoration Project Feasibility Study
Administration - Watershed Management Plan Development: Review draft policies; develop and distribute agenda and meeting materials; attend and draft meeting notes for 2/11/14 Plan Steering Committee meeting; review draft buffer policy; prepare for 3/10/14 Plan Steering Committee meeting

In the coming month, I plan to work on the following items:

- Convene Administrative, Budget and Education Committees
- Research other organizations' budget carry over policies and prepare recommendation for Commission policy
- Work to post pertinent Watershed Plan Development materials and current CIP project information online
- Continue to gather and post materials for new Commissioners
- Begin developing financial policies