



## Bassett Creek Watershed Management Commission

### MEMO

Date: February 8, 2013  
From: Laura Jester, Administrator  
To: BCWMC Commissioners  
RE: **Administrator's Report**

Since the January Commission meeting, I spent time coordinating and attending various meetings, and responding to issues including correspondence and coordination for the following:

- Drafting the guest column for the Sun Sailor regarding Medicine Lake
- Securing a venue and developing an agenda for the Medicine Lake Stakeholder meeting; talking with potential meeting presenters; inquiring about meeting facilitator
- Attending January Plan Steering Committee meeting and drafting meeting minutes; preparing agenda for Feb Plan Steering Committee meeting
- Attending internal meetings regarding Commission process improvement, Schaper Pond Project, and Commission standards and triggers
- Distributing emails with upcoming meetings and events
- Soliciting volunteers for 2014 CAMP monitoring
- Preparing for February Commission meeting including drafting agenda, compiling materials, and reviewing invoices, contracts, technical memos, etc.

The following table provides detail on my activities January 1 - 31.

<b>Administration – Correspondence, informational meetings, general administration:</b>
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Phone and email correspondence with various Commissioners, TAC members, consultants and other partners including: S. Virnig, J. Oliver, K. Chandler, A. Herbert, C. LeFevre, Chair Black, D. Asche, J. de Lambert, C. Carlson, residents, developers, Hennepin County, state agencies, AMLAC
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Coordination of various projects, meetings, and programs including development and distribution of invoices to cities for member dues; understanding County process re: Commission 2015 CIP project and levy; Medicine Lake: compiling survey of stakeholders, assisting with drafting submission to Sun Sailor, coordinating with editor to submit final guest column, setting stakeholder meeting and developing agenda; coordinating XP-SWMM tutorial; attending internal process improvement meeting; coordinating with resident regarding educational sign at Sweeney Lake;
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<b>Administration – Meeting attendance:</b>
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1/6/14 Meet with GV staff and residents re: Sweeney Lake Outlet elevation 1/7/14 TAC meeting 1/10/14 Meet with MPRB and MPLS Commissioners re: restoration project in MPLS 1/14/14 XP-SWMM Tutorial 1/16/14 Commission Meeting
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<b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b>
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Develop meeting agendas and materials and review relevant documents for BCWMC meeting, draft meeting minutes, list follow up tasks
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<b>Administration – Document review and development:</b>
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Review invoices and memo re: Flood Control Project
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In the coming month, I plan to work on the following items:

- Assist with preparations and follow up tasks for Commission and committee meetings
- Research other organizations' budget carry over policies and prepare recommendation for Commission policy
- Continue coordinating Medicine Lake Stakeholder meeting
- 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