

Bassett Creek Watershed Management Commission  
Administrative Options Subcommittee  
Monday, June 14, 2004, 6:00 PM  
Golden Valley City Hall

Members present:	Pauline Langsdorf Mayor Linda Loomis Karla Peterson Elizabeth Thornton Bill Yaeger	Commissioner, City of Crystal Commissioner, City of Golden Valley Commissioner, City of Robbinsdale Commissioner, City of Plymouth Commissioner, City of Minnetonka
Observers present:	Ginny Black	Council person, City of Plymouth
Guests:	Mary DeMers Ian Greenwood	Consultant Consultant

The minutes of the previous meeting were corrected to read "May 17 , 2004" rather than "April 12, 2004".

Consultants Mary DeMers and Ian Greenwood came to help in the process of looking at possible changes in the administration of the BCWMO.

Some of the observations and questions include:

How did we get to this point? What are the expenses included in the invoices?

The purpose of this subcommittee is to look at duties and costs involved in the administration of the BCWMO.

1) is there conflict of interest and 2) what is the cost of administration of the WMO.

Are we best served as a body using public funds as we are now? with a director?

Are we getting a fair and reasonable price?

Before an RFP there should be criteria, a scoring system, decision made of the make up off the appraising panel, what are the services needed, a facilitator to manage in an objective way.

What do we want to accomplish:

What is an administrative task and what is an engineering task?  
What are the costs involved?

Make a recommendation to the commission to identify billing: what is administration and what is engineering?

An administrator to take care of solicitations, correspondence, responses, evaluations, selection decisions, correspondence to the cities, why the decision was made. The facilitator should be a "procurement " person.

A consultant could provide a fair and reasonable assessment process.

Two considerations: The cost of a consultant to get started and what is our time frame.

Committee members will do some of the basic research before a meeting August 16.

The consultant will look at

1. invoices since 2000
  2. previous process
  3. what administrative task can be removed
  4. how much they would have cost
  5. look at possible conflict of interest.
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They will also send us a proposal with estimated costs.

Commissioner Yaeger will look into competitive bids

The meeting August 16 6:00 PM, Golden Valley City Hall, is the committee's target for getting information.

The July 12 meeting (time and place as above) is tentative depending on need. It would involve task updates.

Minutes submitted: Elizabeth Thornton