Bassett Creek Watershed Management Commission
Administrative Options Subcommittee
Monday, February 14, 2005
Golden Valley City Hall

Commissioner present:	Ginny Black	City of Plymouth
	Pauline Langsdorf	City of Crystal
	Mayor Linda Loomis	City of Golden Valley
	Bill Yaeger	City of Minnetonka
Observers present:	Tom Mathisen	Engineer, City of Crystal
	Elizabeth Thornton	Alternate, City of Plymouth

The committee discussed the organization of a TO DO list.

The development of a job description (see the accompanying list of Executive Director Responsibilities)

Recommendation of full time or part time position. It was discussed and the consensus was that it would be recommended to the commission as a part time position for an independent contractor.

Present the proposed job description to the commission in February for review and discussion at the April meeting.

Prepare an RFP and a contract for the position.

The job description was discussed and the result is ready for the commission's February 17 meeting.

Time line:	April 21 Commission meeting:	Commissioners look over the Executive Director job description and propose changes.
	April 18 Subcommittee meeting:	How much time? Budget? Time line?

The next meeting: April 18, 2005, 5:00 PM, Golden Valley City Hall
It will be chaired by Ginny Black, Commissioner City of Plymouth

Minutes submitted: Elizabeth Thornton