



Bassett Creek Watershed Management Commission

MEMO

To: BCWMC Commissioners and Alternate Commissioners
From: Administrator Jester on Behalf of Administrative Services Committee
Date: December 11, 2025

RE: Administrative Services Committee Recommendations

The Administrative Services Committee met on November 20, 2025 and discussed a variety of topics including options for increasing staff capacity in 2026, administrator succession planning, development of a request for proposals (RFP) to assess organizational structure and funding mechanisms, 2025 staff evaluations, and future committee and/or task force meetings. Meeting attendees included Commissioners Twiford, Polzin, Hauer, and Gwin-Lenth, and Alternate Commissioner Minderman. Commissioner Twiford was appointed committee chair.

Additional Staff Capacity: The 2026 budget includes \$40,00 for additional staff. To better assess the needs and skillset for additional staff capacity in 2026, the committee directed me to track my time for specific tasks and identify gaps in necessary or desired activities. The committee discussed various tasks/options for hiring additional staff including elements of a request for proposals or qualifications, understanding what activities the Commission would feel comfortable assigning to a new staff person, and the potential of sharing services with a member city or other entity. The committee will continue to explore options in the coming months as I am able to provide more specificity on job tasks, hours per task, and gaps to fill.

Organizational Assessment: The committee discussed potential processes needed for completing the comprehensive assessment of organizational structure and funding mechanisms. They briefly reviewed a list of likely RFP components and noted the assessment should include recommendations for succession planning and better management of the capital improvements program. The committee discussed the possibility of creating a smaller task force to help lead the day-to-day implementation of the assessment while the Administrative Services Committee would manage the overall project. It was recognized that monthly meetings of the Administrative Services Committee and/or separate task force may be needed during the assessment. It was noted that a TAC member should be appointed to the Administrative Services Committee for closer involvement in the assessment.

Staff Evaluations: The committee discussed plans for soliciting proposals for engineering and legal services (a biennial requirement of State law). However, since the meeting, it was pointed out that the Commission completed this process in 2024. (I had erroneously thought the last solicitation was in 2023.) The next required solicitation of proposals is 2026. The committee also discussed a mechanism for staff evaluations in 2025 (an annual activity) and recommends the same process as in 2024.

RECOMMENDATIONS: The Administrative Services Committee recommends:

1. The Commission appoint a TAC member and other interested commissioners/alternate commissioners to the Administrative Services Committee to help guide the implementation of the organizational and funding mechanisms assessment.
2. The Commission evaluate the Commission Administrator and Commission Engineers' performance in 2025 in the same manner as in 2024 with a fillable PDF document with responses collected anonymously and summarized by a volunteer from commissioners/alternates.