



Bassett Creek Watershed Management Commission

MEMO

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

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

- Polling stakeholders of Medicine Lake (as directed by Administrative Services Committee) to understand various issues and impacted uses on Medicine Lake
- Responding to residents and the press (KARE 11, Lakeshore Weekly News) regarding the concerns and comments on the Four Seasons Area Water Quality Project; corresponding with Chair Black, Mr. Asche, and Commissioner Welch regarding the outcomes of the Commission meeting and moving forward
- Assisting the DNR with their evaluation of restoration projects that received FY2010 Clean Water Funds including gathering materials from Commission Engineer, Golden Valley and Plymouth
- Gathering and summarizing water quality monitoring information for the Watershed Plan
- Assisting with the development of a lake classification table for the Watershed Plan
- Preparing and distributing announcements for the October Commission Workshop
- Assisting with correspondence with Hennepin County regarding the 2014 tax levy

The following table provides detail on my activities September 1 – 30.

<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, K. Chandler, A. Herbert, B. Wozney (BWSR), C. LeFevre, Chair Black, D. Asche, C. Carlson, Mayor Holter, developers, state agencies</p> <p>Responding to residents' concerns, talking with Chair Black, M. Welch, D. Asche, Kare 11, and Lakeshore Weekly News re: Four Seasons Mall Area Project</p> <p>Coordination of fish surveys on Twin/Sweeney – open gate, take photos; correspondence with G. Wilson (Barr Engineering) re: Chloride impairment listings; with Minnetonka staff re: Ridgedale Mall Project; with DNR re: evaluation assessment of 2010 Clean Water Fund grant projects; with GV residents re: streambank erosion issues; with Hennepin County request for 2014 budget; etc.</p> <p>Administration – Meeting attendance:</p> <p>9-4-13 Budget Committee Meeting</p> <p>9-9-13 Pre-permitting Meeting re: Schaper Pond</p> <p>9-9-13 Dispute Resolution Committee Meeting</p> <p>9-9-13 Education Committee Meeting</p> <p>9-10-13 WMWA Meeting</p> <p>9-16-13 Meeting with City of Medicine Lake</p> <p>9-18-13 Administrative Services Committee Meeting</p>

9-19-13 BCWMC Meeting
Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agendas and materials for BCWMC meeting, review meeting notes for follow up tasks; develop agendas and materials, review related documents, and draft meeting notes for multiple committee meetings including Dispute Resolution, Budget, Education, Administrative Services, TAC
Administration – Document review and development: Review invoices, and materials/history related to Schaper Pond and Medicine Lake Dam
Administration - Watershed Management Plan Development: Review draft policies; distribute agenda and meeting materials; attend 9-16-13 Plan Steering Committee meeting and draft meeting notes; attend 9-23-13 Plan Steering Committee meeting; drafting lake classification criteria

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

- Assist with preparations and follow up tasks for Commission and committee meetings
- Continue gathering input of Medicine Lake issues
- Work to post pertinent Watershed Plan Development materials online
- Continue to gather and post materials for new Commissioners
- Continue gathering information on existing water monitoring projects/programs in the watershed for use in the development of the Watershed Plan
- Begin developing financial policies
- Begin developing a policy or process for transferring and documenting CIP payment information to the Deputy Treasurer and onto Commissioners and TAC members