



Bassett Creek Watershed Management Commission

MEMO

Date: April 10, 2013
From: Laura Jester, Administrator
To: BCWMC Commissioners
RE: **Administrator's Report**

This is a busy time of year for the Commission with multiple Committee meetings, the beginning of the budget process, the Plan Development Workshop, CIP projects in various states of implementation, etc. Since the March Commission meeting, I spent time coordinating and attending various meetings, and responding to issues including correspondence and coordination for the following:

- Finding venues, creating Doodle Polls, setting up Plan Development Workshop, Budget Committee meeting and Administrative Services Committee meeting
- Preparing agenda, gathering meeting materials, assisting with PowerPoint presentation for Plan Development Workshop
- Preparing agenda, distributing materials, and attending Plan Steering Committee meeting
- Promoting NEMO workshops and attending planning meeting
- Reviewing contracts for CAMP and NEMO
- Coordinating with the County on timeline for Major Plan Amendment
- Coordinating with cities on timeline for CIP project implementation (feasibility studies, 50% plans, 90% plans)
- Distributing JPA Amendment to cities
- Corresponding with AMLAC and Medicine Lake resident regarding water level issue
- Preparing for April Commission meeting including drafting agenda, compiling materials, and reviewing invoices, contracts, technical memos, etc.

The following table provides detail on my activities March 1 – 31.

<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, J. Fox, K. Chandler, A. Herbert, C. LeFevre, D. Asche, M. Welch, T. Hoshal, J. de Lambert, C. Carlson, AMLAC, auditor, residents, developers, Hennepin County, state agencies</p> <p>Coordination of various projects, meetings, and programs including tracking CIP project implementation; preparing memo of CAMP volunteers for Met Council; tracking down WOMP reimbursement; preparing and distributing JPA amendment letter to all cities; attending internal meeting regarding next steps with Schaper Pond; gathering signatures on conflict of interest forms; preparing and requesting website updates; reviewing NEMO program flyer and agenda; attending meeting with T. Hoshal and Hedberg Maps re: watershed map; preparing for Medicine Lake Stakeholder meeting and follow-up documents; updating CIP project list and fact sheets</p> <p>Administration – Meeting attendance:</p> <p>3/4/14 Medicine Lake Stakeholder Meeting</p> <p>3/6/14 TAC Meeting</p> <p>3/11/14 WMWA Meeting</p> <p>3/19/14 Education Committee Meeting</p> <p>3/20/14 Commission Meeting</p>
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Administration – Preparing agendas, meeting materials, meeting notes, follow up:

Develop meeting agendas and materials and review relevant documents for regular BCWMC meeting, send materials to Recording Secretary for distribution; review draft meeting minutes, list follow up tasks; coordinate meetings for multiple committees (TAC, Education, Budget, Administrative Services); prepare TAC meeting memo

Administration – Document review and development:

Review invoices, CIP project review memos (by Commission Engineer), memos on long term maintenance of Flood Control Project

Administration - Watershed Management Plan Development:

Review draft policies; develop and distribute agenda and meeting materials; attend and draft meeting notes for 3/10/14 and 3/24/14 Plan Steering Committee meetings; plan for Commission workshop including internal meetings with Commission Engineer

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

- Assist with writing/developing annual report
- Assist with agenda and materials for TAC meeting; prepare TAC memo
- Assist with NEMO Workshops (May 8th and 14th)
- Gather comments on Major Plan Amendment; assist with response to comments, as needed
- Continue to assist with Watershed Plan Development including draft policies for Administrative, Education, Wetland, and Habitat Sections
- Continue to refine the 2015 Budget
- Convene Education Committee
- Research other organizations' budget carry over policies and prepare recommendation for Commission policy
- Continue to gather and post materials for new Commissioners
- Begin developing financial policies