



Item 6B.  
BCWMC 11-16-16

## Bassett Creek Watershed Management Commission

### MEMO

To: BCWMC Commissioners  
From: Laura Jester, Administrator  
Date: November 8, 2016

**RE: Item 6B. BCWMC Administrative Services Committee Recommendations**

At their meeting on November 4<sup>th</sup>, the Administrative Services Committee discussed several policy-related items. The committee forwards the following recommendations to the Commission.

**Item 6Bi – Policy Manual Updates**

The draft BCWMC Policy document in Item 6Bi includes an excerpt of the complete document that has been a work in progress for several years. Some sections were previously adopted (see “adopted” notation for each policy), and others were never formally adopted.

The committee recommends adoption of policies 2.1 – 2.11 (excluding 2.6), with highlighted changes, found in Item 6Bi. This includes the approval of the Data Practices Procedure developed by the Commission’s legal counsel found in Appendix C (online). Additional policies will be refined and forwarded to the Commission in the coming months.

Please note there are two sections of “strategies to implement” within the policies that are recommended to be struck from the document due to duplication with other documents. Specifically, the strategies originally contained in policy 2.4 (Cities Responsibilities) are all included in the 2015 Watershed Management Plan. Also, the text in policy 2.7 (Policies and Procedures for Public Access to Documents) is included in the Data Practices Procedure (Appendix C).

Finally, these policies sometimes refer to the BCWMC Roles and Responsibilities. A current version of the document can be found here: <http://www.bassettcreekwmo.org/about/commissioner-orientation>. This document also needs review and refinement as some roles and expectations have shifted over the last few years.

**Item 6Bii – Draft Policy for Cost Share of CIP Projects for Pollutant Removal Credits**

The committee recommends that the Commission approve the guidance and policies included in the Item 6Bii.

**Item 6Biii – Staff Performance Evaluations**

The committee requests that Commissioners, Alternate Commissioners, TAC members, and staff help evaluate staff and provide feedback on their performance over the last year. You can return completed evaluation forms to committee chairman, Commissioner Mueller, at the November Commission meeting. Or you can complete it electronically and email it to him. The committee will review evaluations and will make recommendations for improvements and/or changes to consultant contracts. Results will also inform the process required biennially to solicit proposals for engineering services.