



## Bassett Creek Watershed Management Commission

### MEMO

Date: December 11, 2013  
From: Laura Jester, Administrator  
To: BCWMC Commissioners  
RE: **Administrator's Report**

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

- Responding to resident concerns regarding the Sweeney Lake Outlet Structure
- Responding to Friends of Bassett Creek request for presentation and information
- Meeting with Three Rivers Park staff, along with Plymouth and Medicine Lake Commissioners and Plymouth staff regarding issues in Medicine Lake
- Writing and distributing Commission letter to Medicine Lake stakeholders
- Drafting Plan Steering Committee meeting minutes, preparing agenda and materials for December committee meeting
- Meeting with Recording Secretary to discuss website improvements
- Assisting with coordinating XP-SWMM model tutorial
- Preparing for December Commission meeting including meeting format, minutes review, invoice review, gathering and coordinating materials

The following table provides detail on my activities November 1 - 30.

<p><b>Administration – Correspondence, informational meetings, general administration:</b></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), J. Anderson (WMWA), C. LeFevre, Chair Black, D. Asche, J. de Lambert, M. Welch, C. Carlson, residents, developers, Friends of Bassett Creek, state agencies</p> <p>Coordination of various projects, meetings and programs including Medicine Lake: surveying stakeholders, distributing letter from resident, responding to questions and comments; Dispute Resolution Committee recommendations; responding to resident concerns of erosion on Twin Lake; drafting letter from resident in response to questions regarding Sweeney Lake TMDL implementation; distributing Schaper Pond analyses results to state agencies; reviewing channel maintenance fund; etc.</p> <p><b>Administration – Meeting attendance:</b></p> <p>11-7-13 TAC Meeting 11-7-13 Education Committee Meeting 11-11-13 WMWA Meeting 11-20-13 Commission Meeting</p> <p><b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b></p> <p>Develop meeting agendas and materials and review relevant documents for BCWMC meeting, review meeting notes, email follow up tasks; develop agendas and materials, review documents and draft TAC memo for TAC meeting; assist with coordination of Education Committee meeting</p>
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**Administration – Document review and development:**

Review invoices, flood control project documents, budget and financial documents

**Administration - Watershed Management Plan Development:**

Review draft policies; develop and distribute agenda and meeting materials; attend 11-18-13 Plan Steering Committee meeting and draft meeting notes; revise waterbody classification table; review and comment on standards and triggers comparison tables

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

- Assist with preparations and follow up tasks for Commission and committee meetings
- Plan for and attend January TAC meeting, prepare TAC memo
- Research other organizations' budget carry over policies and prepare recommendation for Commission policy
- Assist with XP-SWMM tutorial
- Work on fiscal year-end items with Deputy Treasurer
- Continue gathering input of Medicine Lake issues and work towards hosting a large stakeholder meeting
- Work to post pertinent Watershed Plan Development materials online
- Continue to gather and post materials for new Commissioners
- 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