



Bassett Creek Watershed Management Commission

MEMO

Date: July 9, 2013
From: Laura Jester, Administrator
To: BCWMC Commissioners
RE: **Administrator's Report**

I'm sorry I am unable to attend this meeting! I will be back in town on July 25th and I will follow up with all necessary items at that time.

Since the last Commission meeting, activities to note include:

- Preparing for but cancelling the Watershed Tour – hopefully this can be rescheduled as much time has already gone into developing the route, map, and handout.
- Preparing for and assisting with the facilitation of the Commission Workshop on June 24th. Thank you to all 22 Commissioners, TAC members and stakeholders who attended and prioritized/discussed the issues! It was a very productive evening.
- Finalizing the draft 2014 budget and budget details and distributing documents to member cities.
- Further discussing the need for fish surveys on Sweeney and Twin Lake with the MDNR and seeking a proposal for fish surveys from Blue Water Science.
- Gathering information and corresponding with a concerned resident regarding public access to Sweeney Lake.

The following table provides detail on my activities June 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, T. Hoshal, Chair Black, M. Welch, D. Asche, P. Crough, L. Eberhart, Blake School re: grants, developers, Hennepin Co. Environmental Services re: paper recycling pollution near WOMP site, AMLAC</p> <p>Watershed tour: coordination, receiving registrations, driving tour route, taking photos of sites, developing tour handout, cancelling tour</p> <p>Correspondence to Hidden Lakes Homeowners Association re: public hearing and possible alum treatment; introductory meeting with Alt Commissioner D. Tobelmann, meeting with S. Virnig; coordination/discussion re: public hearing, Major Plan Amendment, Sweeney Lake outlet, Medicine Lake dam and water levels, Twin Lake alum treatment, Hennepin County committee meeting, etc.</p> <p>Administration – Meeting attendance:</p> <p>6-4-13 Hennepin County Committee Meeting</p> <p>6-6-13 TAC Meeting</p> <p>6-10-13 Budget Committee Meeting</p> <p>6-11-13 WMWA Meeting</p> <p>6-20-13 BCWMC Meeting</p>

Administration – Preparing agendas, meeting materials, meeting notes, follow up:

Draft TAC memo, draft meeting minutes for Budget Committee meeting; develop meeting agendas and materials for various meetings; list follow up tasks

Administration – Document review and development:

Review invoices, develop 2014 draft budget and budget details document, draft memo re: feasibility study, develop list of acronyms for new Commissioners

Administration - Watershed Management Plan Development:

Develop presentation and refine issues for Summit, coordinate Summit and receive registrations, coordinate with GTS, summarize Summit ranking results, prepare for Commission workshop and Plan Steering Committee meeting, correspond with news reporter

6-13-13 Attend Watershed Summit

6-24-13 Attend Commission Workshop

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

- Gather comments from member cities on 2014 budget document
- Coordinate the Watershed Tour (if rescheduled)
- Prepare for and attend the July 29th TAC meeting
- Begin gathering information on existing water monitoring projects/programs in the watershed for use in the development of the Watershed Plan
- Prepare for and attend an Administrative Committee meeting
- Set a Budget Committee meeting to discuss various fiscal policies

In August, I will be on vacation with my family from August 16 – 25. I plan to check emails occasionally for pressing matters and will return non-urgent emails and calls upon my return.