

Bassett Creek Water Management Commission

2016 STAFF PERFORMANCE ASSESSMENT

PART I: ADMINISTRATOR
Laura Jester, Keystone Waters, LLC

PART II: STAFF ENGINEER
Karen Chandler, Barr Engineering

GENERAL INSTRUCTIONS—APPLICABLE TO PARTS I & II

Rating Levels

Please check one of four levels to describe overall performance.

Exceed Expectations

Performance exceeds requirements for major accountabilities.

Meets Expectations

Performance meets requirements. Results are satisfactory.

Below Expectations

Performance needs improvement. Results are acceptable but not satisfactory.

NA = No Answer, Not Applicable, Don't Know, or Not Sure

Decline to answer, not applicable, or don't know enough or not sure enough to make a fair assessment. Clarify which in comment section.

This form can be used to provide feedback, kudos, comments, and, where necessary, suggestions for improving performance.

Major Areas of Responsibility

For each of the two positions (Part I and Part II), major areas of responsibility are identified. Each area's performance rating should be based on the overall performance of that area as defined. Comments can be included to identify concerns or areas where performance is outstanding.

These performance assessment criteria reflect the listing of roles and responsibilities in the June 2013 document entitled "Roles and Responsibilities: Consultants, Commissioners, Technical Advisory Committee, and other Commission Committees". Content relevant to these two positions from the June 2013 document are included in Appendix A.

Please indicate your role with the Commission:

Commissioner TAC Member Commission Staff Other

RETURN THIS COMPLETED FORM AS AN EMAIL ATTACHMENT PRIOR TO THE END OF NOVEMBER 2016 TO THE FOLLOWING ADMINISTRATIVE SERVICES COMMITTEE MEMBERS:

Guy Mueller, guymueller1@gmail.com

PART I: BCWMC ADMINSTRATOR--LAURA JESTER

Areas of Responsibility, I through VIII:

I. ***Leadership and working relationships with commissioners, professional staff, and the Technical Advisory Committee.*** Includes meeting attendance, preparation of agenda materials, communications, relationships with commissioners and staff, and leadership in helping to formulate and implement the Commission's strategies.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

II. ***Relationships and responsiveness to other stakeholders.*** These include residents and citizen groups, State (DNR, BSWR), Hennepin County, West Metro Water Alliance, and Met Council officials. This area also includes media relations, education, and outreach for creating a broader understanding of the Commission's goals and accomplishments.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

III. Policies. Effectiveness in (a) maintaining and updating the Commission’s Policy Manual and (b) guidance to ensure that Commission actions are consistent with policy directives.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

IV. Fiscal and Business Management. This area includes (a) preparation and communication of the Commission’s annual budget, monthly reports, budget updates, annual work plan, annual report, dues to member cities, and levy requests to Hennepin County; (b) diligence in preventing budget shortfalls and achieving cost-effective use of resources; and (c) oversight of contracts with consultants and other outside entities.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

V. **Capital Improvement Program.** This area includes the Administrator’s capabilities in working with the TAC and the Commission Engineer to (a) update the list of possible projects, (b) guide the selection and scheduling of projects, (c) track project status, and (d) facilitate Plan/Program amendments.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

VI. **Grants.** Effectiveness in supporting the Commission Engineer on grant applications and reporting, on identifying new partnerships, and on securing new sources of outside revenue.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

VII. **Guidance on priorities.** Guidance to the Commission on scheduling priorities for competing projects based their technical merit and their relative cost-effectiveness in meeting Commission goals and policies.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

VIII. **Creativity and Innovation.** Creativity, leadership, and communication in helping the Commission and its member cities identify more cost-effective, aesthetically appealing, or environmentally sensitive ways to improve water quality, reduce flooding, and increase infiltration of stormwater.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

PART II: BCWMC STAFF ENGINEER—KAREN CHANDLER

Where applicable, use the Comments sections to clearly identify and add feedback regarding the engineering services provided by other members of the engineering team.

Barr Engineering staff.

Key Barr employees include:

Karen Chandler, P.E. (952-832-2813) kchandler@barr.com

Jim Herbert, P.E. (952-832-2784) jherbert@barr.com

Len Kremer, P.E. (952-832-2781) lkremer@barr.com

Major Areas of Responsibility, I through IX:

I. Support to the Commission on water quality monitoring, TMDL implementation, and water quantity monitoring.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

II. *Working relationships with commissioners, the Commission's Administrator, other staff, and other engineering firms employed by the Commission or its member cities.*

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

III. *Relationships with other stakeholders.* These include residents and citizen groups, State, Hennepin County, and Met Council officials, etc.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

IV. **Review of redevelopment/development projects.** This area includes the Engineer's competence and responsiveness in providing timely reviews of development projects that meet the Commission's criteria for potentially impacting water quality or flooding.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

V. **Capital Improvement Program.** This area includes the Engineer's effectiveness in helping the Commission manage its Capital Improvement Program including reviewing or performing feasibility studies, providing guidance with respect to each project's technical merit, regulatory compliance, cost-value considerations, and conformity with Commission goals and policies. It also includes reviews of CIP project designs.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

VII. **Maintenance of the watershed XP-SWMM hydrologic and hydraulic model and the P8 water quality model.**

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

VII. **Grants.** Effectiveness in supporting the Commission and its administrator on grant applications and reporting, on identifying new partnerships, and on securing new sources of outside revenue.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

VIII. **Guidance on priorities.** Guidance to the Commission on establishing scheduling priorities for competing projects based their technical merit and their relative cost-effectiveness in meeting Commission goals and policies.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

IX. **Creativity and Innovation.** Creativity, leadership, and communication in helping the Commission and its member cities identify more cost-effective, aesthetically appealing, or environmentally sensitive ways to improve water quality, reduce flooding, and increase infiltration of stormwater.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

Appendix A

Excerpts from:

***Roles and Responsibilities
Consultants, Commissioners, Technical Advisory Committee,
and other Commission Committees
June 2013***

ADMINISTRATOR

1. Implements the strategic direction as set by the Commission.
2. Responds to direction from the Commission.
3. Acts as the primary point of contact and maintains direct communication with Commissioners, TAC members, member cities, consultants, state and local agencies, the public, the media, and other partners (e.g. Met Council, West Metro Water Alliance, Hennepin County, etc.).
4. Attends meetings of the Commission, Technical Advisory Committee, and other Commission Committees.
5. Represents the Commission at various meetings and through correspondence with partners and outside interests or groups.
6. Provides primary coordination during the development of the Watershed Management Plan, policy manuals, Education and Outreach Plan, and other organizational documents.
7. Works with the Commission, and the Commission engineer, legal counsel, deputy treasurer, and recording secretary, as necessary, to update and follow the policy manual.
8. Coordinates the work of Commission engineer, legal counsel, deputy treasurer, and recording secretary as necessary.
9. Prepares meeting agendas and meeting materials for regular and special Commission meetings and meetings of Commission committees.
10. Works with Commission engineer, legal counsel, deputy treasurer and recording secretary to coordinate and communicate the work of the Commission.
11. Coordinates and oversees work of other consultants, contracts and agreements; reviews all invoices to the Commission.
12. Works with TAC and Commission Engineer to develop annual CIP and to keep CIP “fact sheets” updated.
13. Tracks status of Commission budget, including CIP project budgets and the closed project account, and coordinates this work with the Deputy Treasurer.
14. Coordinates administrative tasks related to shepherding capital projects through various processes including Plan amendments, Hennepin County approval process, BWSR approval process, etc.
15. Identifies opportunities and helps to secure grant funding and develop partnerships

- to accomplish Commission goals, in coordination with Commission Engineer.
16. Tracks progress and implementation of Commission projects and activities including objectives, schedules and budgets in coordination with Commission Engineer.
 17. Leads the development of annual budget (in coordination with Budget Committee), annual report, and annual work plan; communicates with Hennepin County regarding maximum and actual annual levy amounts.
 18. Assists the Commission with performance reviews of contractors.

ENGINEER

1. Responds to direction from the Commission and Administrator.
2. Reviews development plans and reports to Commission and member cities on compliance of the plans with regards to Commission review standards, requirements, policies and procedures.
3. Performs erosion control inspections of Commission-approved projects, as needed.
4. Performs inspections of the Commission's flood control project and prepares report with recommendations.
5. Performs inspections of the Commission's CIP projects and prepares report with recommendations.
6. Develops and writes the Watershed Management Plan at the direction of the Commission and with input from the TAC, watershed residents, state agencies, and partners; and assists the Administrator with coordinating certain aspects of Watershed Management Plan development.
7. Represents the Commission on a technical level at various meetings and through correspondence with partners and others as directed by the Commission or Administrator.
8. Provides technical recommendations to the Commission on projects, plans, and monitoring programs.
9. Coordinates and performs (as directed) water monitoring activities, feasibility studies, project designs and other projects or programs as directed by the Commission.
10. Coordinates with the TAC, helps set TAC meeting agendas, provides meeting materials as needed, and prepares TAC memo to Commission, with assistance from the TAC and Administrator.
11. Provides meeting agenda items and meeting materials to the Administrator.
12. Identifies opportunities and helps to secure grant funding and develop partnerships to accomplish Commission goals.
13. Reviews member cities' local water management plans for conformity with

Commission plan, as directed by the Commission.

14. Assists Commission with reporting on TMDL implementation progress (including water quality modeling).

15. Maintains the Commission's watershed-wide hydrologic and hydraulic (XP SWMM) model and water quality (P8) model for use in floodplain management and to assess impacts of water quality best management practices.

16. Apprises the Commission of technical innovations in stormwater management and proposed policy/rule/statute changes that could affect the Commission.

17. Stores development/project review files and technical data.