



Item 6C.
BCWMC 9-19-19

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To: WMWA Partner WMOs
From: WMWA Steering Committee
Date: September 3, 2019
Subject: Proposed WMWA Contracted Coordinator

Recommended Commission Action Approve the WMWA Project Coordinator position description, and authorize the Shingle Creek WMO, acting as fiscal agent, to contract with a part-time Project Coordinator to be funded from the WMWA Special Projects 2019 and 2020 budgets.

At recent WMWA and Commission meetings we’ve discussed contracting for a part-time coordinator for WMWA. Given our limited staff and volunteer time availability, we have not been able to make meaningful progress towards achieving the goals of this consortium. A coordinator would be able to take on the routine tasks of implementation as well as special projects, allowing WMWA to serve primarily as an oversight and advisory group. We used this model for the highly successful Watershed PREP program, contracting with part-time educators for school lessons and community events.

The Steering Committee drafted the attached Project Coordinator job description for consideration by the member commissions. We identified primary job duties to start with, and some priority tasks. We also identified some additional job duties that are now part of the administrative budget that could be considered for this position in the future.

We estimate that at the start, the contractor would work 8-10 hours per week or about 30 hours per month on average, at \$40/hour, similar to the educators. For the balance of 2019 we suggest that WMWA and the member Commissions fund this contract coordinator through the Special Projects budget (see Table 1). The four partners each budgeted \$2,000 for 2019 for Special Projects, but since there was carryover funding from 2018 sufficient to cover existing 2019 activities, that \$8,000 has not yet been invoiced and received. Billing that amount now and adding the \$8,000 budgeted in 2020 would cover most of the position for 2019 and 2020.

Table 1. Proposed Project Coordinator funding.

2019 Special Projects unbilled balance	\$8,000
3 months * 30 hours * \$40	\$3,600
Expected special projects carryover to 2020 + 2020 budget	\$4,400 + \$8,000 = \$12,400
12 months * 30 hours * \$40 (360 hours)	\$14,400
Deficit	\$2,000

As part of the 2021 budget process next spring, WMWA and the Commissions can evaluate progress and consider modifying the WMWA budget to fully fund 2020 and beyond, as the existing annual Special Projects budget would be inadequate to fund this contract on an ongoing basis.

The WMWA partner agreement states that uses of the Special Projects funds are required to be reviewed and approved by the four Commissions. The WMWA Steering Committee recommends approval. There is an individual, Catherine Cesnik, who is interested in this position. She currently is the alternate Plymouth Commissioner to both Bassett Creek WMC and Elm Creek WMC and has been actively involved in the WMWA Steering Committee. If the Commissions are in agreement, the Steering Committee will work with the Shingle Creek attorney to draft a contract for services similar to the contract used with the WMWA Educators or WMWA Social Media/Outreach Consultant.

West Metro Water Alliance Project Coordinator

Position Description
August 2019

This position would serve at the discretion of the West Metro Water Alliance (WMWA) partners as a contractor (non-staff member) with an hourly rate and no benefits, under a contract with a defined duration.

Average hours per week: 8-10

Primary Job Duties:

1. Attend monthly WMWA partner meetings
2. Maintain the WMWA Education and Outreach Plan (amended 2015)
 - a. Consider and suggest updates and revisions to the plan in order to refine and focus on the WMWA mission
 - b. Periodically contact staff with member cities to determine existing or future educational gaps where WMWA work would be valued
3. Develop recommendations on core audiences, messages, and desired outcomes where WMWA should focus its work and budget
4. Develop potential projects and programs to advance the mission of WMWA
5. Carry out WMWA projects and programs as directed by the WMWA partners
6. Update and maintain WMWA website
7. Coordinate Metro Blooms workshops

Additional Job Duties to Consider in the future:

1. Coordinate monthly WMWA meetings – secure location, develop agenda, send meeting notices, draft minutes
2. Develop proposed annual WMWA budget and workplan for consideration by WMWA partners
3. Receive and review reports from WMWA Educators and Outreach Consultant; summarize and present to WMWA partners
4. Receive and review reports from social media/outreach consultant; summarize and present to WMWA partners

Priority Tasks:

1. Review and update the 2015 WMWA Education and Outreach Plan
 - a. Contact staff with member cities to determine existing or future educational gaps where WMWA work would be valued
 - b. Determine how/if a survey of residents is needed to help focus WMWA and its work
2. Coordinate the fabrication of a “roots display” for use at future watershed/city/WMWA events