



Bassett Creek Watershed Management

Administrative Services Committee

Meeting Notes

Wednesday July 7, 2021

Sweeney Lake Room
Brookview Golden Valley

Meeting Participants: Commission Chair Cesnik, Commission Vice Chair Welch, Commission Treasurer Harwell, Commission Secretary de Lambert, Alternate Commissioner Prom, Administrator Jester

The meeting opened at 3:35 p.m.; Commissioner Harwell chaired the meeting. The committee discussed the following items which include reminders and recommendations on meeting conduct and procedures.

I. Administrator Compensation

The committee discussed the administrator's compensation in relation to similar positions and other Metro watersheds. While it's likely her compensation is fair at this time, the committee will meet again in November, ahead of when the administrator contract should be amended to reflect the 2022 BCWMC operating budget. Hourly rates, staffing framework, cost of living, and inflation impacts may be considered and discussed at that time.

II. Meeting Conduct and Procedures

The Committee acknowledged the array of expertise and opinions on the Commission and the value each member brings to meeting discussions. The Committee also reviewed ways to streamline discussions at meetings, particularly when agendas are long and technical information is being reviewed. The Committee has the following reminders and recommendations:

1. City staff, commission engineers, and the administrator should bring large, complicated, or controversial projects to each other's attention and to the attention of the Commission before a "decision point" is on the agenda.
2. Commissioners should review meeting materials ahead of the meeting.
3. Commissioners should contact the administrator before the meeting if they have significant or highly technical questions or concerns with a particular agenda item. This gives staff a better chance to address the concern before or during the meeting.
4. Commissioners should organize their questions, comments, and requests for succinct presentation at the meeting and should present: 1) observation or concern, 2) relevance or

context within BCWMC purview, 3) recommended next step or recommended direction to staff.

5. When Commission meetings are held online, the “chat” feature should not be used to convey opinions or discussion points because chat content cannot be viewed by everyone at the meeting. The chat feature should only be used for logistical purposes such as asking for changes in volumes, notices about the need to leave the meeting, etc.
6. Professional conduct should be used during the meeting including refraining from interrupting during discussions and allowing the chair to conduct the meeting in his/her own style including deciding on speaking order, limiting discussions or comments, etc.

III. Consider Meeting with Commissioner Fernando

Because the Commission’s maximum levy request for 2022 is \$1.7M, compared to \$1.474M for this year, the administrator was directed to reach out to Commissioner Fernando’s office to determine if a meeting or discussion is warranted.

IV. Adjourn @5:00 p.m.