



Bassett Creek Watershed Management Commission

Administrative Services Committee Meeting Notes

Monday December 8, 2014

8:30 a.m.

Golden Valley City Hall, Managers Conference Room;
7800 Golden Valley Rd., Golden Valley, MN 55427

Meeting Attendees: Committee Chair Guy Mueller, Commissioner Ginny Black, Alternate Commissioner Dave Tobelmann, Alternate Commissioner Pat Crough, TAC Member Derek Asche (partial attendance), Administrator Jester

Committee Chair Mueller called the meeting to order at 8:32 a.m.

I. Approve Minutes of October 30, 2014 Committee Meeting

Motion by Commissioner Black to approve minutes as presented; second by Alt. Commissioner Crough; motion passed unanimously.

II. Receive Comments on BCWMC Organizational Efficiency – Derek Asche

Mr. Asche noted several questions and concerns regarding the efficiency of the Commission and possible improvements that could be made now that the Administrator position is well established and the Watershed Plan is nearing completion. His concerns centered around the flow of information among Commissioners, TAC members, and staff; the function of various staff; and the direction to staff. He indicated the Roles and Responsibilities Document approved last year is helpful but that roles need even further refinement. He recommended that an organizational chart be developed. He wondered if TAC members are too often calling the Commission Engineer without first talking to the Administrator. Mr. Asche stated he doesn't think the Administrator is empowered to "run" the organization and direct the work of other staff. Administrator Jester noted that she *does* often direct the work of other staff but she doesn't know how often TAC members are contacting the Commission Engineer directly.

Mr. Asche noted some questions and concerns about costs to the Commission that may be unnecessary and wondered if the Commission's "Requirements Document" for project reviews is being followed appropriately. Administrator Jester said she would be happy to further explain budget items and expenses on invoices from staff. She noted that she closely reviews invoices from staff and regularly asks for explanation of expenses and staff time.

Mr. Asche hoped a clear process is being or will be followed with clear and appropriate direction and operations in place. He noted an organizational flow chart would add transparency and clarity. Alt. Commissioner Tobelmann said this committee should address organizational efficiency often. He noted this is particularly useful when reporting to boards, councils, and agencies or requesting funds.

Mr. Asche indicated that he would put his thoughts in writing and send to the Administrator and committee members.

III. Review Reformatted Records Retention Schedule

Administrator Jester reported that she had made some revisions to the Commission's Records Retention Schedule including a few minor additions and reformatting. She noted she used information from the MN Historical Society, League of Minnesota Cities, and other watershed organizations including the Mississippi WMO. She reported most paper files of the Commission are stored at the Plymouth City Hall and that the Recording Secretary had not transferred any Commission materials to the MN Historical Society. Commissioner Black reported that Plymouth staff are willing to help with the Commission's file digitizing project and may be able to offer space on the "cloud" to permanently save and regularly back up data and documents. Alt. Commissioner Tobelmann indicated the Commission needs a step by step process in place for the digitizing project. He noted if the project was going to cost more than the \$2,500 budgeted this year, the project could span multiple years.

Administrator Jester is to bring more information back to this committee regarding communications and/or negotiations with Plymouth staff; electronic filing locations; space needed; fees to be incurred; estimated cost of the project; and a plan to proceed.

IV. Review Revised Fiscal Policies

- a. Administrative Fund Balance (Policy 3.2.1)
- b. Maximum Amount Requested through Levy (Policy 3.2.2)
- c. Percent to Transfer from Annual Levy to Administrative Fund (Policy 3.3)
- d. Closed Project Account Balance (Policy 3.4)

Administrator Jester presented the fiscal policies (listed above) that were revised according to discussions/decisions made at the October committee meeting. The group agreed the changes were appropriate and recommended to the Commission that they be accepted. The Administrator was directed to document why changes were recommended (for transparency) and include on the consent agenda of the December Commission meeting.

V. Finalize Process for Performance Review of Consultants

Administrator Jester noted that because the last time the Commission solicited proposals was December 2012, the Commission would need to solicit again this month to comply with the law of once every two years. (She apologized for thinking this task could be done in 2015; she thought the last solicitation happened at the beginning of 2013 rather than at the end of 2012.) The group recommended that the Commission do a "simple" request for proposals and gather "letters of interest proposals" rather than full proposals (similar to the 2012 solicitation). The committee directed the Administrator to include the plans for soliciting letters of interest proposals for legal and engineering/technical services on the Commission's December consent agenda. Committee members noted the law does not preclude the Commission from seeking full proposals from firms at any time if the Commission wishes to seriously consider using different consultants.

There was some discussion about the upcoming performance evaluation of Commission staff (consultants). Committee Chair Mueller agreed to make some changes to the evaluation forms to better reflect actual duties of staff and to use an online survey tool (like Survey Monkey). The group agreed the evaluations should be distributed just after the first of the year with results by the end of January. Alt. Commissioner Tobelmann recommended that evaluations be performed every year so that a record of performance could be generated over time. Commissioner Black noted the evaluations are needed in order to be informed during the solicitation for services process.

VI. Review Proposed Revised Contract with Keystone Waters LLC

Administrator Jester requested an amendment to her contract with the Commission (effective 2/1/15) to 1) increase her rate from \$65/hour to \$67/hour; and 2) allow for compensation of travel time while on Commission business or driving between Commission meetings. The committee agreed with these proposed changes and recommended approval by the Commission at their December meeting.

Committee Chair Mueller adjourned the meeting at 10:40 a.m.