



## Bassett Creek Watershed Management Commission

### 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.

#### **LEGAL COUNSEL**

1. Responds to direction from the Commission and Administrator.
2. Reviews or prepares contracts and agreements; makes recommendations to the Commission.
3. Advises the Commission on pertinent legal matters.
4. Represents the Commission in lawsuits or other matters, as necessary.
5. Develops resolutions for Commission action, as requested.
6. Provides meeting agenda items and/or meeting materials to the Administrator.

#### **RECORDING SECRETARY**

1. Responds to direction from the Commission and Administrator.
2. Coordinates meeting logistics such as room reservation and setup, catering, materials.
3. Assembles, posts and distributes meeting agendas and materials.
4. Provides notice for public hearings.
5. Records Commission meetings and prepares Commission meeting minutes.
6. Assists Administrator with tracking Commission calendar, making recommendations for agenda items and activities, and preparing the Annual Report.
7. Assists with communication and correspondence to Commission, TAC members, and others as directed by the Administrator.
8. Maintains the official records of the Commission and the Commission website, in coordination with the Administrator.

#### **TECHNICAL ADVISORY COMMITTEE**

1. Responds to requests for input from the Commission and Administrator.
2. Acts as a forum for the exchange of ideas between the member cities, presentation of city activities, and one source of ideas for projects, programs, etc. This may help avoid duplication among cities on watershed-wide activities.
3. Acts a vehicle for communication to the Commission; one source of information from the cities.
4. Provides technical advice and local knowledge to Commission; offers recommended alternatives and solutions.
5. Generates a list of possible CIP projects and project budgets each year for Commission consideration.
6. Recommends projects to be funded through the Commission's channel maintenance fund for Commission consideration.
7. Reviews recommendations from flood control project and CIP project inspections.
8. Performs other duties as assigned by the Commission.

## **COMMISSIONER**

1. Provides overall direction for the Commission; monitors and controls its function.
2. Establishes policies of the Commission.
3. Directs the development and implementation of the Watershed Management Plan.
4. Adheres to the bylaws and Joint Powers Agreement of the Commission including provisions regarding the appointment of Commissioners.
5. Directs the work of the Administrator, engineer, and legal counsel.
6. Recruits, supervises, retains, evaluates and compensates all consultants to carry out the work of the Commission.
7. Attends Commission meetings or arranges for alternate commissioner to attend if unable to attend, and communicates this to the Chair and Administrator.
8. Participates in Committees, as assigned.
9. Takes action each year to set the annual operating budget, set the annual levy amount, review and approve the annual activity report; review and accept the annual financial audit.
10. Conducts regular performance reviews of contractors.
11. Reviews and approves invoices.

## **ADMINISTRATIVE SERVICES COMMITTEE – meets quarterly or as needed**

1. Makes recommendations on overall administration, processes, and administrative details of the Commission.
2. Provides feedback to the Administrator on performance; provides direction for improvement or changes to tasks or priorities.

## **BUDGET COMMITTEE – meets during budget development; approximately April - June**

1. Develops annual draft budget in coordination with the Administrator for consideration by the Commission.
2. Assists with developing the “budget detail” to fully describe budget line items.

## **EDUCATION COMMITTEE – meets as needed**

1. Develops and refines the Education and Outreach Plan of the Commission.
2. Assists with carrying out the tasks outlined in the Education and Outreach Plan, in coordination with the Administrator.
3. Represents the Commission at various events and recruits volunteers to assist at events.
4. Makes recommendations to the Budget Committee for annual expenditures in education and outreach tasks.

5. Attends meetings of the West Metro Watershed Alliance and other education-related organizations as needed or directed; and assists the Administrator with coordinating events, publications, and programs that involve and benefit the Commission.

**NEXT GENERATION PLAN STEERING COMMITTEE** – meets monthly

1. Guides the development of the Next Generation Watershed Management Plan (Plan).
2. Guides the work of the Administrator and Engineer on tasks related to the development of the Plan.
3. Tracks the budget and schedule of the Plan development; recommends adjustments as necessary.
4. Assists with implementing the public input process of the Plan development.
5. Discusses and reviews sections of the draft Plan; recommends changes and/or submission to the Commission for review.