

**protect**

**manage**

**restore**



RILEY  
PURGATORY  
BLUFF CREEK  
**WATERSHED DISTRICT**

# Governance Manual Update

Riley Purgatory Bluff Creek Watershed District

October 2, 2024

# Schedule of Activities – Page 8

- Each **June**, the administrator shall prepare a proposed budget for the following calendar year **substantially in the form attached hereto as Appendix [ ]** and shall submit such proposed budget to the Board at its **July** meeting.

1. Should date be prescribed?
  - I have endeavored to have a budget for the July meeting.
  - Only have accurate expenditures through April.
2. Form of budget
  - This is in process.
  - What are the implications of prescribing the format?

## 1. Recommended language schedule of budget:

- Each year the administrator shall prepare a budget for the following year with the intent to present at the July meeting of the BOM but in no case shall it be presented any later than the August meeting of the BOM.

## 2. Recommended language form of budget:

- “...in a form consistent with statute and agreed to by the BOM.

# Schedule of Activities – Page 8

- Each **November**, the BOM shall direct the solicitation of candidates for appointment to the CAC for the following calendar year

- Is it necessary for the board to direct staff to solicit candidates?
  - More efficient to have it be a scheduled staff activity.
  - Bring to Board for appointment.

## 1. Recommended language:

- Each October, staff shall solicit candidates for the Board to consider for appointment at their December meeting.

# Section V. Meetings – Page 14

- *a. Regular meetings. In January each year the Board will set a schedule of regular meetings for the coming year. Adjourned and special sessions may be held at such times as the Board deems necessary and proper.*

- We have traditionally done this in January but have had confusion on the January meeting as well as permit deadline scheduling. December might be more prudent.

## 1. Recommended language:

- In December of each year, the Board will set a schedule of regular meetings...

# Section V. Meetings – Page 14

- *i. The chair will preserve order and decide questions of order in accordance with Roberts Rules of Order, subject to an appeal by any member. The chair may make motions, second motions, or speak on any question. The chair will be entitled to vote in the same manner as other members of the Board*

This is something the board needs to be thinking about for future meetings. At our October 17 baseline setting workshop, RRO will be a topic of discussion. Balance between open dialogue vs order and decorum.

# Section V. Meetings – Page 14

- *a. Regular meetings.* No later than 5:00 p.m. of the third business day preceding a meeting of the Board, the administrator shall prepare a copy of **all materials** which are to be presented or discussed at the upcoming meeting and post these materials to the District website.

- We frequently receive updated materials, presentations, etc. within three days of the meeting.
- The law states they must be available at the meeting.

## 1. Recommended language:

- “... the administrator shall prepare a copy of **all available materials** which are to be presented or discussed...”

# Section V. Meetings – Page 14

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§ Subd. 6. **Public copy of members' materials.** (a) In any meeting which under subdivisions 1, 2, 4, and 5, and section 13D.02 must be open to the public, at least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the governing body or its employees and:

- (1) distributed at the meeting to all members of the governing body;
- (2) distributed before the meeting to all members; or
- (3) available in the meeting room to all members;

shall be available in the meeting room for inspection by the public while the governing body considers their subject matter.

## 1. Recommended language:

- “... the administrator shall prepare a copy of **all available materials** which are to be presented or discussed...”

# MDPA – Page 25

*all requests to inspect or receive copies of District data, and all other inquiries regarding the DPA, must be submitted on a form provided by the District and delivered to the “Data Practices Compliance Official,” at the following email address:*

[DPCO@rpbcd.org](mailto:DPCO@rpbcd.org)

- We do not have such an email address. We could create one that would then have to be logged into.
- We do have a link on our website for data requests.

## 1. Recommended language:

- “... DPA, must be submitted on a form provided by the District and delivered to the “Data Practices Compliance Official,” using the online submittal request located here: [www.rpbcd.org/data-request](http://www.rpbcd.org/data-request)



# MDPA – Page 25

*There is **no cost** to inspect documents. If document copies are requested, the requesting individual will be charged 25 cents per page for up to 100 letter- or legal-sized black-and-white printed copies, except that there is no charge for delivery by email of less than 100 pages or the equivalent (as determined by the District) of data.*

- Inspection is more onerous than any other method of provision.
  1. Most documents are electronic
  2. Need to provide a work-station that does not have access to server.
  3. Must transfer data to portable drive and then to new work-station.
  4. Or must print

## 1. Recommended language:

- “... DPA, must be submitted on a form provided by the District and delivered to the “Data Practices Compliance Official,” using the online submittal request located here: [www.rpbcd.org/data-request](http://www.rpbcd.org/data-request)

# Internal Controls and Procedures – Page 63-64

a. The **administrative assistant** opens the mail and receives checks, permit fees payments, monthly bills and invoices at the District office.

a. The **office administrator** opens the mail and receives checks, permit fees payments, monthly bills and invoices at the District office.

## 1. Recommended language:

- Change all instances of administrative assistant to office administrator

# Internal Controls and Procedures – Page 63-65

## Delegated authority

- IV. Spending Authority – updated by resolution
- VI. Checking - update to consider ACH authorized by resolution
- VII. Increase CC limits to align with delegated spending authority

Ameritas (Vision insurance)

CenterPoint Energy (Gas)

Health Partners (Medical and dental insurance)

Lumen (CenturyLink)

Nicola Dell5 (Rent)

Xcel Energy (Electric)

MN Services (Custodial)

T-Mobile (cellular services)

Principal (STD/LTD Life)

Payroll – wages, taxes, PERA

# Investment and Depository Policy – Page 66-71

- These were reviewed on August 22, 2024, at a joint meeting of the Audit and Finance Committee and the Governance Committee.
  - It was concluded that the District Investment Policy comports with state law.
  - It was proposed that some changes be made to further clarify separation of duties.
  - It was agreed that the administrator should reach out to RedPath to have a cash flow analysis report be generated regularly for use by the treasurer and administrator to inform investment decisions.