

Riley Purgatory Bluff Creek Watershed District

Governance Committee

February 9, 2024, 9:00 AM

Meeting Minutes

Present:

Managers:

Tom Duevel

David Ziegler

Staff:

Terry Jeffery, District Administrator

Louis Smith, Attorney, Smith Partners*

Amy Bakkum, Office Manager

Dylan Monahan, Administrative Assistant

Minutes:

The meeting was called to order by Manager Ziegler at 9:03 AM.

Managers Ziegler and Duevel unanimously voted to approve the agenda for the committee meeting.

Old Business:

Governance Manual Review:

Administrator Jeffery asked Attorney Smith to go through additional revisions that he was suggesting the Managers make to the Governance Manual. Attorney Smith began by highlighting the Public Purposes Expenditures Policy. In this section of the manual, he added suggested language to approve conference expenses for Citizen Advisory Committee members, which had been practice for the District.

Attorney Smith also suggested inserting language about volunteer appreciation events, in addition to Manager and employee recognition.

Administrator Jeffery mentioned that there has been recent discussion at Board meetings regarding Roberts Rules of Order. Attorney Smith noted that there is already language pertaining to this in the by-laws of the Governance manual. Considering the direction given by the

Committee last summer, Attorney Smith proposed language changes on time limits allowed in meetings.

Status of Financial Policies Sections:

Administrator Jeffery stated that there are just a few changes to be made to the Financial Policies section of the Governance Manual. The Audit and Finance Committee will be meeting and hopefully have the changes made after a couple meetings.

Manager Duevel asked about changing to a more intensive quarterly review of financial reports, rather than the current monthly practice. This is something both the Audit and Finance and Governance Committees may look into for a new policy.

Attorney Smith asked if there was a conclusion on the discussion about using 1099s or W-2s to process manager per diem payments. Administrator Jeffery stated he had reached out to agencies to gain insight on this, but hadn't gotten much insight.

Manager Duevel added that in his opinion, this debate lies with who has control over the work. He stated that since the Managers have the governing authority, it makes sense to have them as independent contractors under a 1099.

The committee members briefly discussed what might constitute grounds for removal from the Board. Counsel agreed to look into the discussion further and report back to Committee Members.

New Business:

2024 Calendar of Meetings:

Administrator Jeffery stated that he hopes to continue meeting monthly up until the Governance Manual revisions are finalized. From there, he stated that they could move the meetings to quarterly.

The Managers and Administrator Jeffery debated when to host the meetings moving forward. They decided to schedule the meetings for the 3rd Friday of each month, at the regular 9 AM time slot.

The meeting was adjourned at 9:50 AM.