

MEETING MINUTES
Riley-Purgatory-Bluff Creek Watershed District
March 24, 2020
Board of Managers Workshop

PRESENT:

Managers: Jill Crafton, Treasurer
Larry Koch
Dorothy Pedersen, Vice President
Dick Ward, President
David Ziegler, Secretary

Staff: Claire Bleser, Administrator
Louis Smith, Attorney, Smith Partners

1. Call to Order and Approval of Agenda

President Ward called the meeting to order at 9:00 a.m. He noted that he had previously determined that an in-person meeting is not practical or prudent because of the COVID-19 health pandemic, and so the meeting had been noticed for participation by Zoom to meet the telephonic requirements of Section 13D.021 of the Open Meeting Law.

It was moved by Manager Crafton, seconded by Manager Pedersen, to adopt the meeting agenda as distributed. Upon roll call, the Board of Managers voted as follows:

| | |
|----------|-----|
| Crafton | Aye |
| Koch | Aye |
| Pedersen | Aye |
| Ziegler | Aye |
| Ward | Aye |

The President declared that the motion carried, 5-0.

2. Review and Discuss Proposed Governance Manual Changes

Mr. Smith referred to the proposed revisions to the Governance Manual, and the additional suggested changes prepared by Manager Koch. Mr. Smith presented, and the Board of Managers discussed the proposed revisions to the following policies in the Governance Manual:

- Public Purposes Expenditures Policy (in part; beginning with item 2. Employee and manager training)
- Fund Balance Policy
- Internal Controls and Procedures for Financial Management
- Policy on Permit Fee Reimbursement
- Appendix A: Inventory of Not-Public Data on Individuals

Mr. Smith noted that he would incorporate this meeting's discussion, along with the previous workshop discussion into a finalized draft for formal consideration of the Board of Managers.

3. Permit Variance Resolution

Manager Koch suggested that the District develop a template for resolutions approving variances. Mr. Smith noted that a standard template could facilitate efficient preparation by staff and counsel, and also assist in focusing the Board's efficient review of variance requests. Mr. Smith stressed that each variance should be considered on a case by case basis and reflect consideration of the necessary findings; he did not recommend acting on variance requests through the Consent Agenda. The Board of Managers affirmed the value of such a resolution template and directed counsel and staff to prepare such a document.

4. Form of Resolutions Approving Permit Applications

Manager Koch suggested a similar template for resolutions approving permit applications, and the Board of Managers concurred and directed counsel and staff to prepare such a document.

5. Internal Calendar

The Board of Managers discussed the Schedule of Regular Activities in the Governance Manual, and the additional value of an internal calendar that would facilitate tracking of regular activities and requirements. The Board directed the administrator and counsel to prepare such a document.

6. Minnesota Data Practices Act Requests and Seminars

Manager Koch noted the value of tracking data requests and responses. He also noted the value of seminars and webinars offered by the Minnesota Department of Administration Data Practices Office.

7. RPBCWD – COVID-19 Update

Dr. Bleser reviewed the status of all District changes in operations to respond to the COVID-19 pandemic. All staff are working remotely, and all programs are continuing to function, although some programs are making necessary adjustments. Staff will continue to make adjustments as needed and in response to any 'shelter in place' order. The Board of Managers discussed whether to adjust the time of the upcoming meeting on April 1 and determined to leave the time unchanged.

8. Adjournment

There being no further business, it was moved by Manager Crafton, seconded by Manager Pedersen, that the meeting of the Board of Managers be adjourned at 11:10 a.m. Upon roll call, the managers voted as follows:

| | |
|----------|-----|
| Crafton | Aye |
| Koch | Aye |
| Pedersen | Aye |
| Ziegler | Aye |
| Ward | Aye |

The President declared that the motion carried, 5-0, and the meeting was adjourned.

Respectfully submitted,

David Ziegler, Secretary