Mgr. Koch's March Report

day March 2 2023 10:01 AM

- Review of prior year
 a. Workshop good start b. No balancing: spend in excess of revenues and funds?
 c. No e&o plan
 d. No response to my comments on budget
 e. Annual Report draft i. Needs work
 ii. Needs improvement in prose;
 iii. Needs reorganization projects just listed randomly without appropriate heading
 v. Need a profor reader and a professional writer to review.
 1) Do what you do best and let others do the rest
 2) If you don't have experience say so; own up to your shortcomings; be willing to
 learn;
 - learn; vi. Needs appendices and just links
- 2. 10 year plan Have not seen a comprehensive review
- This would be beneficial for all managers particularly recently appointed managers
- ii. Not in the annual report 3. Financials
 - Intercase a. Have not received written confirmation that Accounting for credit card purchases complies with GAAP or GACAP; until then 1 am of the opinion that the accounting for credit card purchases does not comply with GAAP etc.

- purchases does not comply with GAAP EEC.
 Staffing

 Have not received an update as to the hiring of an assistance.
 Proposed contract with Nine Mile Creek was not provided to the agreement without having read to rat least receiving a summary of the material terms is malfeasance.
 I question every contract based on my experience regarding other contracts prepared by legal counsel.
 If nd it unacceptable for the personnel committee to not have reviewed the proposed contract between the district and Nine Mile regarding the sharing of an employee.

 5 HR -
- R. a. BOM continues to refuse to hire and HR professional despite obvious need due to lack of b. HR consultant is needed, as no manager nor staff has demonstrated the requisite experience or training in HR c. Employee handbook, does not exist to my knowledge.
 d. Employee handbook is standard operating procedure for any entity
 e. District policies do not appear to be organized and no review to my knowledge has been completed by administrator Jeffery
 f. Policis: need to be reviewed in light of recent legislation and additional proposed legislation, as well as state and national litigation

- 6. IT
 - I have no idea of the District's IT systems or protocols.

 - a. I have no idea of the District's IT systems or protocols.
 b. They have not received a briefing on the District IT security review which I understand is required under state.
 c. The manager should receive everything on our IT system and security.
 i. I understand that the managers may going to close session to have the security hviofing
 - briefing.
 - ii. Need a briefing d. It does not appear that any manager or staff has the requisite experience or training regarding IT
 - Absent the requisite experience and training by staff or managers the district needs to engage a consultant to assess the District's IT systems and security and report to the managers
 I have provided IT referrals to administrator Jeffrey but have not been advised as to whether
 - e. They provide it retrains to administration being out have not been avoided as to whether or not any such offenders or other vendors have been contacted or engaged to provide the requisite evaluation of the district systems and security
 f. In my view, terminating these services is of IT. Imagine without engaging a qualified consultant to advise the district as to its IT systems and security is malfeasance

 - consultant to advise the district as to its IT systems and security is malfeasance g. The District should be lisuing and Rp Given the apparent lack of experience and training of staff and managers cannot the district should form an IT committee to oversee the IT systems and security i. Not provided with any security protocol or any processes or procedures to follow in the event of a hack of the District's IT systems i. The district should engage in IT expert to assist in preparing procedures and protocols of up implemented in the event of a hack ii. In my view failure to have protocols in place to deal with a hack is malfeasance . Unless an IT consultant advises us that such protocols are unnecessary. iii. He goes without saying that if we do not even have IT protocols in the event of a hack we have not completed what are referred to as Table togercise j. Document management

 - j. Document management i. Let us see any reported developments on the preparation of a document
 - management system. ii. In my view the district needs a proper document management system. I have
 - provided information regarding various vendors. This matter was something that Mr. Jeffrey said that he would be looking into last year. I have not received any update regarding the creation of a system.
 - Not to discount the persons capabilities cam engaging a library and is not necessarily the best person to engage to come up with a nomenclature for documents
 - Most vendors of document management systems have samples that can be used; I am sure that Barr engineering and Smith partners likely have a document nomenclature that we could consider or adapt to the district's needs.

7. Disaster preparedness

- Disaster preparedness a. I note that one of the workshops in the proposed plan for workshops includes a session on disaster preparedness plan b. The District should authorize the administrator to engage in consultant to advise and work with staff to draft a proposed disaster preparedness plan c. That said we should not be re-creating the wheel and should draw on plans previously created by consultants on this matter as well as other entities including other watersheds. d. Staff to provide recommendation c. i. Wand how? i. Need evaluation f. Meed commendensity endities and procedures.

- Need comprehensive policy and procedures
- /ebsite a. Have not received any response to my numerous comments and recommendations
- regarding the website b. Although the revised website is a good start it has many deficiencies and areas of
- improvement which I ended out in writing to the administrator Jeffery including but not limited to webpages concerning. governance
 - GC
 - GM iii.

c. Under Governance Committee

				/ Jeans	ch this library						- 0	
ß	Governanc	ce Com <mark>m</mark> ittee							Pri	vate group _ ☆ Not folio	wing R4r	me
•	Home	+ New ~	Ť Upload ∨	Edit in grid view	G Sync 🛛 😽 Add sh	ortcut to OneDrive	Din to Quick access	Export to Excel	1222	= All Documents	80	0
	Conversations											
0	Documents	Documents	s m~									
	Shared with us	D	Name 💛		Modified ${}^{\smile}$	Modified By $^{\vee}$	+ Add column					
Ð	Notebook		Communications		October 7, 2022	Terry Jeffery						
	Pages		Governance Manual	É	September 23, 2022	Terry Jeffery						
	Site contents		Minutes		September 29, 2022 September 23, 2022	Terry Jeffery Terry Jeffery						
	Recycle bin		Policies		September 23, 2022 September 23, 2022	Terry Jeffery						
	Edit		Resolutions			84 C245						
	Return to classic SharePoint											
eed consu iomething f	s for an IT committee WD Materials? Provide links on Distric	• waheit										
ii. BSW iii. DNR	VR website links on R website links and notices	Weosir										
v. News	us of response to my comments is updates Bswer releases											
2)	MAWD releases											
vi. mana	agement		lauvits Grants	The late Canada (1								
RILEY	About	IPECWD - What's Happening	Dermits Grants g + Get Involved + Exp	Ubney John Cortaen 🕴 🖾 splare = Parmilts + Gavarman								
PURGATO BLUFF CF		IPECWO -		allere + Parlition								
WATERSHED D	Here Whith Happening Calendar Scott											
Be	Board Work Session											
Row	HITERT When Happening Calender Sourd Sociard Work Session archeory Jan 9, 2023, 700 PM - 1900 PM											
A bo	and Histing Jam 3, 2023, 700 PM - 1960 PM	1500em.										
A bo	er E Motrig Jan 19, 2023, 700 PM - 19:00 PM	r100pm										
A bo	and Histing Jam 3, 2023, 700 PM - 1960 PM	100pm										
A bo	and Histing Jam 3, 2023, 700 PM - 1960 PM	1100pm		© 2011 Rilly Pagency Bluff Creek Koon	entral Star)::							
Bor G 3 A bo Yor b Log N	and Histing Jam 3, 2023, 700 PM - 1960 PM	190pe.		6 Job Riley Pargeory Mult Coast Anna	andra Clan 2							
Login Creen clippin Website no	er forson Jaar B. 1202, 700 PM - 1900 PM en de susse, all in tall in the Punksky of sur method interneting an entries, all this Badd of Mongaresage ing taken: (5/2023 5:36 PM on-compliant with BSWR rule	100pm		© 202 Noy Purgany But Cove Pres	nutral Olmiti							
Login Creen clippin Website no	er forma Jane 3. Jozef, 700 FM - Hold FM mort and availed all fait helitet that Monthly of set month have remote a more set, with the Band of Monage sugge	internet in the second s		C 202 May Program (Both Const Proc	ondrai Palanta							
Log tr A to to t to t creen clippin Website no i. Mn ru Watershed	un forma Jane B. 2020, 700 PM - Hold PM and a sale of the hold of the Doubly of such motion in a sale of the hold of Manager sage ing taken: /\$/2023 5:36 PM on-compliant with BSWR rule rule 8410.0150 Subp. 3a. d management organization websites			C 202 Nay Purgery But Const Pres	Northal Editory:							
Looph To Looph Creen clipping Website no i. Mn ru Watershed An o locat	er ferna Jane B. 2022, 700 PM - Hold PM end of a sale of the field of the Doubly of set motion have ended and the field of the Doubly of set motion in the sale of the Set of the Set of the Set of the reg taken: //S/2023 5:36 PM end set of the Set of the Set of the Set of the reg taken: //S/2023 5:36 PM end set of the Set of the Set of the reg taken: //S/2023 5:36 PM end set of the Set of the Set of the reg taken: //S/2023 5:36 PM end set of the Set of the Set of the reg taken: //S/2023 5:36 PM end set of the Set of the Set of the reg taken: //S/2023 5:36 PM end set of the Set of the Set of the Set of the reg taken: //S/2023 5:36 PM end set of the Set of the Set of the Set of the reg taken in the Set of the Set of the Set of the Set of the reg taken in the Set of the Set of the Set of the reg taken in the Set of the Set of the Set of the Set of the reg taken in the Set of the Set of the Set of the Set of the reg taken in the Set of the Set of the Set of the Set of the reg taken in the Set of the reg taken in the Set of	hat, <mark>at a minimum,</mark> contra	and hearings;	€ 201 kilog (kugu curu gant gant (see fina	na da Telano							
Lug to Lug to Creen Clippin Website noi i. Mn ru Watershed An oi locat conta answ	And Busices 2010 PM - Hold PM have Busices 2010 Hold Hold Works, react model have many any second second PM - Hold PM ing taken: (\$/2023 5:36 PM on-compliant with BSWR rule rule 8410.0150 Subp. 3a. d management organization website organization shall have a website the tion, time, agenda, and minutes for fact information for the organization website the organization should here organization and the organization for the organization and the organization and the organization and the organization and the organization are busited for the organization and the organization are busited for the o	hat, <mark>at a minimum,</mark> conta r organization meetings : n including a person cap stion, the current waters]	and hearings; pable of shed	C 202 May Progent (Bet Const One	unda i Cana							
Logis Logis Creen clipping Website non i. Mn ry Watershed An o locat conti answ mana rules	An B.2020, 2000 PM - 1000 PM and B.2020, 2000 PM - 1000 PM and real sectors of the field of the Monthly of sectors of the ing taken: //s/2023 5:36 PM on-compliant with BSWR rule rule 8410.0150 Subp. 3a. d management organization websites thiton, time, agenda, and minutes for fact information for the organization website thiton, time, agenda, and minutes for fact information for the organization should be organized to should be organized to should be organized to should be organized to agement plan; annual activity repo s and regulatory program, if an	hat, at a minimum, conta a organization meetings : n including a person cap into, the current watersi rts and audits for the pas	and hearings; pable of shed ast three years; 's board	€ 201 kilog (kuga sa	and all fallence							
Loopts Loopts Creen clipping Website nor i. Mn rc Watershed An out locat conts answ manas rules memi gove	An B.2022, 200 PM - 1000 PM hard scalar of the field of PM brokey data makes hard more and the field of PM brokey data makes intermediate more and the field of Marganeses intermediate more and the field of Marganeses and regulatory program, if any; a hobers including identification of the chargenesization hobers including identification of the chargenesization	hat, at a minimum, contr organization meetings or ation; the current watero rts and sudits for the pas isignated officers and the ard member represents	and hearings; pable of shed ist three years; 's board ie is for joint	0 200 tilo Jurgary Buf Loss Jug	and a literate							
A too A too too too too too too too too too too	and a subset of the set of the se	hat, at a minimum, conto organization meetings : nichding a person cap ation, the current waters) list of the organization ³⁰ esignated officers and the ourd member : perseents at each board member : ployees including postal	and hearings; pable of shed st three years; 's board te for joint is appointed by	€ 202 kity Purgetry iked Look from	and Have							
A too A too too too too too too too too too too	an B. JUCE, 700 PM-1000 PM and B. JUCE, 700 PM-1000 PM and a suster of a table of the first backy of an extent instruments extends with the Mark of Marganesias and taken: /\$/2023 5:36 PM on-compliant with BSWR rule rule 8410.0150 Subp. 3a. d management plans, and minutes for thion, time, agenda, and minutes for thion, time, agendar, and activity reports a and regulatory program, if any; a there organization of de eramental organization of the eramination of the eramental organization that each by	hat, at a minimum, conto organization meetings : nichding a person cap ation, the current waters) list of the organization ³⁰ esignated officers and the ourd member : perseents at each board member : ployees including postal	and hearings; pable of shed st three years; 's board te for joint is appointed by	© 228. Bilo Jurgary (Buff Court Nor	welfad Charles							
toph toph toph toph toph toph Website nor i. Mn re- Notershed An or locat answ mana rules memi gove for w electri have not n	and B. 2022, 200 PM - 1000 PM and B. 2022, 200 PM - 1000 PM and a state of the table table back data and the state of the state of the table back data and the state of tables of tables and the state of tables and and tables: (\$/2023 5.36 PM on-compliant with BSWR rule rule 8410.0150 Subp. 3a. d management organization websites organization shall have a website th tion, time, ageoda, and minutes for weing questions about the organiza- tion for the organization of demangement plan; annual activity repo s and regulatory program, if any; a ters organizations and the county th watershed districts; and a list of em tronic mailing addresses and teleph received a response to my request for 1	hat, at a minimum, contra organization meetings : n including a person cap ation, the current wateral stion, the current wateral tist of the organization's signated officers and the signated officers and the quark of the signature signated officers and the provided officers and the signated officers and	and hearings; pable of shed st three years; 's board se for joint is appointed by al and	C 201 Billy Property But Cons And	salad Din is							
toph toph	An B. 2022, 700 PM - 1000 PM and B. 2022, 700 PM - 1000 PM and real and a set of the first first and a set of the first and an angenesis of the first first and a set of the correspondence of the first and a set of the physical set of the first and the set of the correspondence of the first and the set of the set of the first and the set of the se	hat, at a minimum, conta reganization meetings in including a person cap ation; the current waters) list of the organization's signated officers and the oard member represents signate choard member i ployees including postal hone numbers. The the data provided to or con- the results of the PRAP	and hearings; pable of shed st three years; 's board se for joint is appointed by al and	4 922 Billy hugany (kut Case And Second Second Sec Second Second Sec	un afra Olaritz							
seeh seeh	An B. 2022, 700 PM - 1000 PM and B. 2022, 700 PM - 1000 PM and the set of the table table back of the method and tables of the table back of the method methods and the set of tables of the method methods of the set of tables of the method or compliant with BSWR rule rule 8410.0150 Subp. 3a. d management organization websites organization shall have a website the thion, time, agenda, and minutes for thion, time, agenda, and minutes for thion, time, agenda, and minutes for the set of the organization weining questions about the organiza- merism of the organization of de eramental organization of the organization weining questions and the county the watershed districts; and a list of em tronic mailing addresses and telepil received a response to my request for 1 must be RAPA wedge not scheduled a time to review r should be the subject of one of the w tion.	hat, at a minimum, contr organization meetings in including a person cap ation; the current waters) thist of the organization's signated officers and the oard member represents signated officers and the member represents at each board member i ployees including postal hone numbers. The the data provided to or con- the results of the PRAP ortshops	and hearings; pable of shed st three years; 's board se for joint is appointed by al and nsidered in	C 202 Billy Purgery But Cone And	un afra Charica							
and a second sec	An B. 2022, 700 PM-1000 PM and B. 2022, 700 PM-1000 PM and a state of the state of the backge data methods and taken of the state of the backge data methods and taken: /S/2023 5:36 PM on-compliant with BSWR rule rule 8410.0150 Subp. 3a. d management organization websites organization shall have a website the tion, time, agenda, and minutes for thom, time, agenda, and minutes for thom, time, agenda, and minutes for thom time, agenda, and minutes for these signalizations and the county the water stated districts; and a list of em thronic mailing addresses and telepil received a response to my request for 1 with PRAP wedge on scheduled a time to review <i>r</i> should be the subject of one of the w tion.	hat, at a minimum, contr organization meetings in including a person cap list of the organization's signated officers and the oard member represents at each board member is ployees including postal some numbers. The the data provided to or con- the results of the PRAP orishops:	and hearings; pable of shed ist three years; is board is is appointed by al and nsidered in for funding for a	C 202 Noy Purgany But Cover Ann	northal Points							
and a second sec	An B. 2022, 700 PM-1000 PM and B. 2022, 700 PM-1000 PM and a state of the state of the backge data restricts and the state of the state of the backge data restricts and the state of the state of the state of the state recompliant with BSWR rule rule 8410.0150 Subp. 3a. d management organization websites organization shall have a website the rule at 0.0150 Subp. 3a. d management organization websites organization shall have a website the thon, time, agenda, and minutes for incl information for the organization weining questions about the organiza- tion of the state of the state of the received a response to my request for 1 motion mailing addresses and teleph received an response to my request for 1 motion and the <i>FRAP</i> wedge not scheduled a time to review <i>r</i> should be the subject of one of the w tion.	hat, at a minimum, contr organization meetings in including a person cap list of the organization's signated officers and the oard member represents at each board member is ployees including postal some numbers. The the data provided to or con- the results of the PRAP orishops:	and hearings; pable of shed ist three years; is board is is appointed by al and nsidered in for funding for a	C 202 Nov Program (But Cone And								
to a series of the series of t	An B. 2022, 700 PM-1000 PM and B. 2022, 700 PM-1000 PM and a state of the state of the backge data restricts and the state of the state of the backge data restricts and the state of the state of the state of the state restricts of the state state of the state of the state of the state state of the state of the state of the state state of the state of the state of the state state of the state of the state of the state state of the state of the state of the state state of the state of the state of the state state of the state of the state of the state state of the state of the state of the state state of the state of the state of the state state of the state of the state of the state state of the state of the state of the state state of the state of the state of the state state of the state of the state of the state state of the state of the state of the state state of the state of the state of the state state of the state of the state of the state state of the state	hat, at a minimum, contr organization meetings in including a person cap inition; the current waters its of the organization's signated officers and the oard member represents signate officers and the ployees including postal ione numbers. The the data provided to or con the results of the PRAP orishogs the status of the request fit improving their interactio wing topics:	and bearings; pable of shed st three years; 's board is for joint is appointed by al and nsidered in for funding for a ons.	C 202 Nov Program y But Cone And								
and the second s	An B.2020, 2007 PM - 1000 PM and B.2020, 2007 PM - 1000 PM and the same of the field of the dependence interments means, with Read Measurements and taken: /\$/2023 5:36 PM on-compliant with BSWR rule rule 8410.0150 Subp. 3a. d management organization websites the organization shall have a website the rule status of the same of the same of the rule status of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the rule status of the same of the same of the same of the same of the same of the same of the rule same of the same of the same of the rule same of the same of the same of the same of the rule same of the same of the same of the same of the rule and topics should include the follow the and topics should include the follow the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the same of the sam	Lat, at a minimum, contr corganization meetings in including a person cap into: the current waters water and the series of the series of the signated officers and the oard member represents at each board member is ployees including postal ione numbers. The the data provided to or con- the results of the PRAP orishops (the status of the request fit improving their interactio wing topics: nepful but not r comprehe- tion	and bearings; pable of shed st three years; 's board is for joint is appointed by al and nsidered in for funding for a ons.	C 202 Nov Program (But Cone One								
and a second sec	and the second s	hat, at a minimum, conta hat, at a minimum, conta organization meetings; n including a person cap ation; the current waters) list of the organization's signated officers and the oard member represents signated officers and the add member represents at each board member i ployees including postal aone numbers. The the data provided to or con- the results of the PRAP orkshops the status of the request fi d improving their interactio wing topics: nelpful but not r comprehe- tion atus of the rule revisions	and bearings; pable of shed st three years; 's board is for joint is appointed by al and nsidered in for funding for a ons.	C 201 king (r. garr) (kinf Cons And								
and a second sec	An USE 2012 TO THE INFORMATION THE AND	hat, at a minimum, conta hat, at a minimum, conta organization meetings; n including a person cap ation; the current waters) list of the organization's signated officers and the oard member represents signated officers and the add member represents at each board member i ployees including postal aone numbers. The the data provided to or con- the results of the PRAP orkshops the status of the request fi d improving their interactio wing topics: nelpful but not r comprehe- tion atus of the rule revisions	and bearings; pable of shed st three years; 's board is for joint is appointed by al and nsidered in for funding for a ons.	C 200 Billy Property (But Cons Au								
and a second sec	An B. 2022, 200 PM - 1000 PM and B. 2022, 200 PM - 1000 PM and the second of the the Photopy of an extension and the second of the SMR rule rule 8410.0150 Subp. 3a. d management organization website th rule 8410.0150 Subp. 3a. d management organization website organization shall have a website th rule attraction for the organization weining questions about the organiza- tion for the organization websites angement plan; annual activity repo s and regulatory program, if any a generat plan; annual activity repo s and regulatory program, if any a terso organizations and the county th water shed districts; and a list of em tronic mailing addresses and teleph received a response to my request for 1 must be PRAP wedge not scheduled a time to review r should be the subject of one of the w tion. received any communication regarding have 10 yr plan review review at the February workshop was h to assist the manager in assessing and tube and topics should include the follo data invide 10 yr plan review review at the February workshop was h to consultant regarding manager interactions the and topics should include the follo data invide any substantive update on the stato now quickly on rule revisions partici a2025? 10 be the reviewed to address ection of labe bottoms	hat, at a minimum, conta hat, at a minimum, conta organization meetings; n including a person cap ation; the current waters) list of the organization's signated officers and the oard member represents signated officers and the add member represents at each board member i ployees including postal aone numbers. The the data provided to or con- the results of the PRAP orkshops the status of the request fi d improving their interactio wing topics: nelpful but not r comprehe- tion atus of the rule revisions	and bearings; pable of shed st three years; 's board is for joint is appointed by al and nsidered in for funding for a ons.	C 200 Bio hugany dia Cont An								
and a second sec	An B. 2022, 2007 PM - 1960 PM and B. 2022 CONTRACTOR PM and B. 2022 CONTRACTOR PM and the second of the second of the second and the second of the second of the second of the and the second of the second of the second of the second and the second of the second of the second of the second and the second of the second of the second of the second and the second of the second of the second of the second and the second of the second of the second of the second and the second of the second of the second of the second of the second and the second of the second of the second of the second of the second and the second of the second of the second of the second and the second of the second of the second of the second and the second of the second of the second of the second and the second of the second of the second of the second and the second of the second of the second of the second and the second of the second of the second of the second and the second of the second of the second of the second and the second of the second of the second of the second and the second of the second	Lat, at a minimum, contr at, at a minimum, contr organization meetings; n including a person cap ation; the current watersl list of the organization's signated officers and the ard member represents signated officers and the member represents at each board member i ployees including postal hone numbers. The the data provided to or con rule results of the PRAP ortshops (the status of the request file improving their interaction wing topics: taus of the rule revisions ularly because Chanhasseni	and bearings; pable of shed is three years; 's board is for joint is appointed by al and naidered in for funding for a ons. ensive	C 202 Billy huggy (by Cont Ar	No di Sal Char 12.							
and a second sec	An end of the second of the se	hat, at a minimum, contra organization meetings : m inchuding a person cap into, the current wateral its of the organization's signated officers and the list of the organization's signated officers and the ployees including postal and emotor represents hat each board member i ployees including postal and emotor represents hat each board member i ployees including postal the data provided to or con the results of the PRAP orkshops the status of the request fi d improving their interactio wing topics: melpful but not r comprehe toon thus of the rule revisions ularly because Chanhassen possible requirements regar	and bearings; pable of shed is three years; is board is solution is appointed by al and nsidered in for funding for a ons. ensive n's plan is up for	4 922 Billy huggsy (but Cons Are Not State State State State S	in a final claim in a							
and the second s	and the second s	Lat, at a minimum, contr corganization meetings i michtding a person cap in michtding a person cap isignated officers and the oard member represents isignated officers and the moment and the second second ployees including postal and a member is and ployees including postal ione numbers. The the data provided to or con- the easily of the PRAP orishoge is the status of the PRAP orishoge is the status of the request fi in moving their interactio wing topics: nelpful but not r comprehe- tion tuto of the rule revisions ularly because Chanhassen' possible requirements regar- of the same amount of "data w Street planning plan and	and hearings; pable of shed is three years; is three years; is board is is appointed by al and nsidered in for funding for a ons. ensive ensive r's plan is up for urding removal ameter" is	C 202 Billy Purgary But Const. Add	previna i Dan iz.							
sept sept	An end of the second se	Lat, at a minimum, contr int, at a minimum, contr organization meetings i michuding a person cap list of the organization's signate officers and the ord member represents at each board member i ployees including postal at each board member i ployees including postal at each board member i ployees including postal at each board member i the data provided to or con the results of the PRAP orishogs (the status of the request fi improving their interaction wing topics: stepful but not r comprehen- tion the of the rule revisions ularly because Chanhassen of the same amount of "data w Street planning plan andi- st necent MAWD conference	and bearings; pable of shed start three years; 's board es for joint is appointed by al and nuidered in for funding for a ons. ensive n's plan is up for urding removal meter" is I requirements ce	C 202 Billy Purgery But Creek And								
see a second sec	An end of the second	Lat, at a minimum, conta at, at a minimum, conta organization meetings : in including a person cap its and audits for the pas- its of the organization's signated officers and the isignated officers and the ployees including postal and member represents at each board member in ployees including postal and members. The the data provided to or con- the results of the PRAP orthops the status of the request fi d improving their interaction wing topics: whelpful but not r comprehe- tion thus of the rule revisions ularly because Chanhasseni possible requirements regar of the same amount of "data w Street planning plan andi- st recent MAWD conference e should include provisions	and hearings; pable of shed starture years; 's board leff for joint is appointed by al and naidered in for funding for a ons. ensive n's plan is up for wrding removal matter" is Irequirements ce s reserving local	C 202 Blay Purgery But Creek And Display Purgery Purgery Purgery Purgery Purgery Purgery Purgery Purgery Purgery Pu								
and a second sec	An B. 2022, TOD TM- 1000 TM An B. 2022, TOD TM- 1000 TM And B. 2022, TOD TM- 1000 TM And Extended and the latter of Planck of an enter of the second of the latter of Planck of the presence. An analysis of the latter of Planck of the presence. An analysis of the latter of Planck of the presence. An analysis of the latter of Planck of the presence. An analysis of the latter of Planck of the presence. An analysis of the latter of the latter of Planck of the presence. An analysis of the latter of Planck of the presence of the latter of	Lat, at a minimum, conta at, at a minimum, conta organization meetings : in including a person cap its and audits for the pas- its of the organization's signated officers and the isignated officers and the ployees including postal and member represents at each board member in ployees including postal and members. The the data provided to or con- the results of the PRAP orthops the status of the request fi d improving their interaction wing topics: whelpful but not r comprehe- tion thus of the rule revisions ularly because Chanhasseni possible requirements regar of the same amount of "data w Street planning plan andi- st recent MAWD conference e should include provisions	and hearings; pable of shed starture years; 's board leff for joint is appointed by al and naidered in for funding for a ons. ensive n's plan is up for wrding removal matter" is Irequirements ce s reserving local									
a solution of the solution of	An energy of the second	Lat, at a minimum, conta at, at a minimum, conta organization meetings : in including a person cap its and audits for the pas- its of the organization's signated officers and the ployees including postal and member represents at each board member in ployees including postal and members. The the data provided to or con- the results of the PRAP orthops the status of the request fi d improving their interaction wing topics: whelpful but not r comprehe- tion thus of the rule revisions adarhy because Chanhasseni possible requirements regar of the same amount of "data w Street planning plan andi st necent MAWD conference anners within the district's j	and hearings; pable of shed is three years; 's board is for joint is appointed by al and naidered in for funding for a ons. ensive n's plan is up for vis plan is up for urding removal meeter' is requirements cs regarding local jurisdiction									
sept and the second se	An B. 2022, TOD TM- 1000 TM An B. 2022, TOD TM- 1000 TM And B. 2022, TOD TM- 1000 TM And Extended and the latter of Planck of an enter of the second of the latter of Planck of the presence. An analysis of the latter of Planck of the presence. An analysis of the latter of Planck of the presence. An analysis of the latter of Planck of the presence. An analysis of the latter of Planck of the presence. An analysis of the latter of the latter of Planck of the presence. An analysis of the latter of Planck of the presence of the latter of	Lat, at a minimum, conta at, at a minimum, conta organization meetings i in including a person cap its and audits for the pas- its of the organization's signated officers and the pisotes including postal and member represents at each board member i pipoyes including postal and members. The the data provided to or con- the results of the PRAP orthops g the status of the request fi d improving their interaction wing topics: ularly because Chanhasseni possible requirements regar- of the same amount of "data w Street planning plan andi- st recent MAWD conference e should include provisions anners within the district's j ers we managers need to a	and hearings; pable of shed is three years; 's board is for joint is appointed by al and naidered in for funding for a ons. ensive n's plan is up for vis plan is up for urding removal ameter" is Irequirements ce sregarding local jurisdiction									

15 Finance

- a. November credit card on October report? This is not appear to be consistent with generally November creati can on Ucloser report: inits in out appear to be consistent with generally accepted accounting principles authorization; this does not appear to be consistent with generally accepted accounting principles for any policies adopted by the BOM -although I have not been provided with copies of any financial policies adopted by the BOM c. Unauthorized payment of cc bill in December 2022; if not received any authorization for the

- d.
- Unauthorized payment of cc built in December 2022; if not received any authorization for the payment Amended resolution re pay the bills : this resolution should include representation that the treasurer has reviewed all of the request for payments and has determined that such requests are due and payable Electronic bill pay electronic checks we discussed using this process in the interest of saving time and money. This should be implemented, if at all possible at a reasonable cost, request for status report. Ele
- Amounts due from St Hubert's these amounts should be set forth in the monthly and annual f.

- Amounts due from St Hubert's these amounts should be set forth in the monthly and annual financial statements and reports
 Amounts due EP this amount should be set forth in the monthly and annual financial statements and reports
 Accounting procedures if still not received any evidence of any accounting procedures that have been adopted by the BOM
 The financial report each month should supplemental ledger as part of the finance and accounting package that details the due from other governments
 The District's financial procedures should include a modified cash/accrual accounting for income and receipts if that is our practice. However, nobody is provided me with a copy of any policy to that effect adopted by the BOM
 For example, for grants camera accounts receivable, such as receivable from St. Hubert's

16. WCA

- WCA a. There should be a report with a summary of all actions taken, under the WCA on behalf of other governmental entities. Such reports should be included in the board packet and provided to the authorizing governmental entity
 b. Policies and procedures? there should be policies and procedures regarding the actions of the district and staff as the designated entity under WCA
 E&O Plan this is a significant budget item and there should be a written plan of how the funds are going to be spent. This plan should be provided to the managers in connection with approving the budget for the following year. 17

18.

- budget for me toilowing year. Contract retainage a. No policy adopted not having a policy is not a best practice. Without a policy the managers are going to be reviewing each and every contract regarding retainage and included in the report/resolutions approving any contract; the BOM should be adopting a policy specifying thatall contracts will include a provision requiring the maximum retainage allowed by law b. Copy of template for construction contracts managers should be reviewing and commenting the state of the state of

19. Lotus lake rules violations

- Lous lake rules violations

 a. status have not received any report regarding the violations on Lous lake including
 a. status have not received any report regarding the violations on Lous lake including
 violations on this exist on southeast shore lines of Louis lake; there should be continuous
 violations on the BOM regarding all outstanding violations of any of the rules
 b. Fees for costs? any permits issued in connection with a violation should be conditioned
 upon paying all the costs incurred by the District in enforcing the rules including but not
 limited to staff time having to inspect properties where there were rules violations or failure
 to obtain a permit as well as costs incurred by legal counsel and district engineer's and
 contractors with respect to such rule violation and/or failure to obtain a permit

 COUTD

 a. Status of plans for in person meetings managers a been told that it is coming that we have
 not see the plan
 vhat is the status of the HVAC filtration system at the District offices
 i. OSHA requirements?
- - b. Hvac httration? what is the status of the HVAC httration system at the District offices

 OSHA requirements?
 c. Sanitation plan/procedure is there a plan/procedure? And if so, should be included in the
 board packet for review and comment by the managers

21. Meetings

- neetings a. Recording of all meetings bom and committees all meetings should be recorded. Given the availability of the technology recordings would allow that managers staff and the public to
 - listen to the discussions at the meetings at their convenience i. The disposition of recordings should be dealt with in the District's document retention policy
 - ii. reasons to record
 - 1) Jill Crafton's- statement at a personnel committee meeting which was not being
 - recorded: "let larry talk we will just ignore him and boom" 2) Manager Duevel's- statement and a governance committee meeting on 1/6/23 -
 - which is not being recorded to the effect of " saw Larry Koch' comments and there is a theme to them"
 Characterizations by recorder in the minutes of the BOM meetings which are Characterizations by recorder in the minutes of the BOM meetings which are
 inappropriate and not part of the practice of recorders - recorders are to record
 what was said not how it was said; is for participants in the meeting to verbally
 characterize any statements and not for the recorder to do so, for this reason
 the current recorders should be terminated in a new recorders should be
 interviewed and recorded; the recordings will speak for themselves and
 listeners can reach their own conclusions
 Recording a presentation allows for future viewing by other interested parties
 new mgrs staff cac public - recording should be posted on our website and
 perhaps on You'tube
 Staff should provide minutes here were dublication of the board packet

- Sam should provide immutes in work to format and portionat.
 C. Review of mutates before the publication of the board packet.
 I. The managers are not following the procedure adopted for reviewing the minutes namely that address of the minutes would be circulated to the managers and staff writin 10 days after the meeting: managers and staff were to provide their comments and corrections in work format to staff as soon as possible so that a compendium of all the proposed changes can be included in the draft of the minutes included in the board packet so as to save time going through minutes at the board meeting. managers are not going to review the minutes in accordance with the procedure then they should not vote on the minutes or the approval of men should be laid over to the next month.
- The recorder and staff should be proof reading and correcting typos etc. before dissemination to the BOM using the review function in word
 All recordings of meetings and committees should be posted on the District's website and on the District's YouTube channel

- Air lett of thigs of interdings and committees include be posted on the District's website and on the District's YouTube channel
 Lettert's YouTube channel
 Lettert's YouTube shortened if the minutes were previously proofreads and circulated for changes prayer to inclusion in the forward packet
 Meanger Duevel calls for discussion yet implies that meetings too long;
 Teels stitled in meetings?
 Implied that there should be also barred using meetings-open meeting laws preclude sidebars and even if they are not precluded they are not a best practice in the public forum?
 Commetting law applies. All meetings of majority of the members and any "serial" meetings: a totmers ymit can illuminate BOM on the particulate swella be the recordings of each meeting need to be preserved as prescribed in the records retention policy of the district. district.
- b. Each item on the agenda meeting at closer action should have a written resolution for consideration by the BOM
- 22. Accounting and finance
 - Am not aware of the State Auditor audit checklist being circulated; this checklist should be

 - A m not aware of the State Auditor audit checklist being circulated; this checklist should be circulated to all staff and managers completed and submitted to the auditors
 Bee prior comments on 2021 audit report
 Despite being asked for no basis has been provided to me for the statements contained in the previous audits as to the policies of the district.
 Abdo knew of the issue of no policies having been adopted
 Tom y knowledge the accounting and finance committee did not meet 2022;
 It would appear to be malfessance for the county and finance committee not to have reviewed 2022 financials and not at least meet to discuss financial policies
 Training for information regarding the accounting for governmental entities have been provided to or obtained by members of the committee?
 Be the accounting finance committee?
 Training for information regarding the accounting for governmental entities have been provided to or obtained by members of the could in committee?
 The accounting finance committee should look into streamining the accounting procedures and practices including but to the limited to considering requiring a portal in whatever and practices including but not limited to considering requiring a portal in whatever accounting program is being used for designated staff to enter information into the system camera rather than providing the information to the accountants only to have the accountants enter the information into the system. Such a procedures should reduce the expense of the accountants. I am aware that there are contractors who provide those services that lower rates than the accountants.
- 23. Education and outreach
- Newsletters etc. . Did not appear to be published on a consistent basis a. Newsletters etc.. Did not appear to be publishe
 b. That is why we need a detailed E and O budget
 - We need a detailed work plan and checklist so that we have consistency and issuance

- c. City publications despite having been suggested and brought to the attention of staff staff is still not including information regarding the District in the Chanhassen publications and I assume none have been included in the publications by the other cities within the district. I. City publications would appear to be a cost-effective means of getting information to the public actions would appear to be a cost-effective means of getting information to the public actions would have how the other publications would have not being provided information regarding the necessity of following the applicable rules; at a minimum postcards should be sent to each lakeshore owner reminding them of various applicable rules in order to find additional information particularly regarding shoreline work.
 e. In addition the District should consider hosting a seminar for companies known to do Lakeshore work
- Lakeshore work
- Lakeshore work I suggest sending postcards or indoor letters to all known Lakeshore and Lake service providers; there should be databases available cam including the licensure requirements for Lake service providers g. Inspection should be required for Lake service providers after the termination of the Lake
- inspections by the cities and counties.

24. Governance Manual a.

- The governance manual that is purported to have been adopted in 2021 was not duly adopted as the required notices of the meetings at which it was to be adopted was not given in accordance with state law and the requisite 30 days advance notice specified in our wn bylaws was not provided.
- At the time that my appointment to the governance committee terminated a comprehensive proposal for amendments to the governance manual was ready for action by the governance committee.
- c. The failure to reappoint me to the Governance Committee is clearly retaliation against me The name to reappoint me to the doversite segarity and a set of the set of th
- that I am a lawyer and that I practice in corporate and nonprofit governance for more than 40 years. d. The appointment of manager Duevel unnecessarily delayed the review of the proposed changes by the managers which changes have been fitted by the CAC. Efficiencies a. The staff with the assistance of course! should be looking at ways and means of improving efficiency including but not limited to the implementation or use of the staff to the staff or the transmost of the transmost of the staff or the staff or the staff or the transmost of the staff or the staff o

 - I. Dictation software such as Dragon
 I. Unit use of all of the functions of Vord Excel and Acrobat
 Counsultants are available that can assist with use of these functions. I have
 provided names of consultants to administrator Jeffrey
 I. Accounting systems allowing for remote rentry by staff instead of accounting firms

26 Oper

- iii. Accounting systems allowing for remote entry by staff instead of accounting firms the saving time and money
 iv. Document management systems
 b. As mentioned above the BOM previously approved a process for reviewing the minutes to save time at BOM metrily it does not appear that this process is being followed.
 c. As stated above each item and agenda for meeting should have a draft of a written resolution regarding the agenda item for consideration by the volting methers.
 d. I recommended that staff consider using one note as a means of tracking information status of fitems action items links to applicable documents
 Open meeting Iaw
 a. Requires at least one copy of all items to be considered camera discussed etc. . Be available to the attendees of the meeting.
 i. Considering status of technology all such items should be posted to the District's website prior to the meeting.
 b. The closed meeting regarding the Noble Hills project was not conducted in accordance with Minnesota statutes Section 13D.05, Subdivision 3 (c)(3) which states as follows states as follows
 - "to develop or consider offers or counteroffers for the purchase or sale of real or
 - The develop of consider offers of connectories for the purchase of sale of rear of personal property. Before holding a closed meeting under this paragraph, the public body must identify on the record the particular real or personal property that is the subject of the closed meeting. The proceedings of a meeting closed under this paragraph must be tape recorded at the expense of the public body. The recording must be preserved for eight years after the date of the meeting and made available to the problem official real paragraph must be taper lead paragraph must be taper lead paragraph must be taper leaded at the meeting and made available to the possible official real paragraph measured at the material be hown as preserved for eight years after the date of the meeting and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the governing body has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. If an action is brought claiming that public business other than discussions allowed under this paragraph was transacted at a closed meeting held under this paragraph during the time when the tape is not available to the public, section 130 (03 subdivision 3 anples

section <u>13D.03</u> subdivision <u>3</u> applies. An agreement reached that is based on an offer considered at a closed meeting is In agreement retained that is backet on an order considered in a closed incenting contingent on approval of the public body at an open meeting. The actual purchase or sale must be approved at an open meeting after the notice period required by statute or the governing body's internal procedures, and the purcha price or sale price is public data

/13D 05:

27. Data practices act

- bits practices act a. Administrator Jeffery as the "responsible authority" and the "data practices compliance official" is not timely preforming the duties as such positions. As long as administrator Jeffery is the responsible authority in the data practices compliance official is his obligation to comply with data practices alsw. The BOM may not to direct him to violate the law and the BOM must direct the administrator Jeffery to comply with the law. b. I am unaware of whether or not all contracts entered into by the Distric Include a notice that the data practices act applies to the contractor as required under Minnesota statutes Section 13.05 subdivision 6.1 am aware of contracts not including such notices. C. I am not aware of any agreement that requires third parties performing services to comply with the Minnesota data practices act as specified in Minnesota statutes Section 13.05 subdivision 11.

- subdivision 11 d. The BOM should require administrator Jeffery to report on and to the extent that he and the district are compliant with the Minnesota data practices act requirements.

28. Administrator Jeffery

Again receiving unprofessional emails from Administrator Jeffery

Received the following in response to request for the annual report checklist.

RE: 2022 Annual Report

part of alles

Annual Report Ownlint 2022 pdf 💡

list of compliance is requested in your other email and in your communications with BMSR. As you found out, no such checklist exists through BMSR. This is created internally in response to indefatigable on rind attached a che tent in this work that my shaft has done, but I am also proud of their work. They <u>have</u> produced a "good and product." I would even say an coolader received by MMMC, BMMC, et al as well as through the WAM findnes: Not only am I

Sincerely Terror

RILEY PURGATORY BLUFF CREEK	Terry Jeffery (he/him/his) Dittrict Advinistrator Riey Purgstary BMT Creek Watershed District 18663 Link Drive C, Ownhamen, MM 55317 Ph 553 407 4521 cek 11 Fred Informationation				
WATERSHED DISTRICT	puni magi mari 🔄 🚺 💟 🗐				

in·de·fat·i·ga·ble

- / inde fadegeb(e)
- (of a person or their efforts) paralating trainable
- Single Televice utforg investing unwards unwards unwards unwards Administrator Jeffery appears to have ego issues and issues with authority. Witness the errogance of putting "his" message in the Annual Report. i. Administrator is not listed in the statute but the mangers are and even the chief
- engineer.
- This is now at least the third time he has sent unprofessional emails e. Admin Jeffery may want to explore the word
- i. Mumpsimus
 - ww.merriam-webster com/words-at-play/top-10-rare-and-amusing-insults-vol-1> Definition - a stubborn person who insists on making an error in spite of being shown that it is

6

wrong

From <<u>https://www.merriam-webster.com/words-at-play/top-10-rare-and-amusing-insults-vol-1</u>>