

	GOAL	
NG & B	GOAL	
	Continue to develop annual budget in a timely manner, providing several opportunities for public and BOM input.	
	Develop strong understanding of MN property tax system and budgetary implications and requirements.	
	Be able to apply various budget theories to the development of the district annual budget	
	Continue to assist independent audit firm in annual audit and submit necessary reporting to appropriate bodies.	
	Involve Audit and Finance Committee in audit and budget throughout process	
	Project budget out for minimum of five years to ascertain future levies and potential budget shortfalls	
	Update eLink Database	
	Identify grants and maintain database	
	Organize WBIF	
	Develop sound understanding of accounting principles	
	Work with Audit and Finance Committee to develop policies and practices to improve the efficiency of, and reduce the likelihood of error in the processing and payment of invoices	
	/ERNA	Compile policies into single manual to be provided to staff, managers, CAC, and website
		Work with Governance Committee and BOM to identify additional policies to implement related to BOM matters
Review and suggest edits to Governance Manual		
Volunteer to serve on MAWD committees		
Act as staff representative on the Governance Committee		
Emergency contingency plan - back up		
Have single repository of governance materials per target audience		
Assure secure storage of district electronic data		
	Have a strong understanding of tax law, benefits, etc as it relates to employee compensation	
	Be able to evaluate staff performance in a manner that aids them in developing their skills to best benefit them and the district	
	Develop skill needed to handle difficult people calmly and professionally.	
	Gain a knowledge of fundamental aspects of personnel administration. eg. salary administration, position classification, performance appraisal, privacy, and harassment issues.	
	Develop staff training and resources to facilitate an inclusive and safe workplace	

N RESC

Gain a fundamental knowledge of applicable state statute.

Act as staff liason to Personnel Committee

Have an updated Personnel Handbook that is reflective of current work environment and HR issues

Develop intitatives to improve and maintain staff morale

Have an efficient and effective onboarding program for new employees

Foster working relationship with community development departments of member cities.

Work to remove silos between parks, public works, planning, and public safety departments.

Incorporate nature based solutions for climate resilience into the 10-year watershed management plan

Work to align respective capital plans of cities and district

Work with city staff and city subcommittees to assist in the implementation of their GreenStep cities initiatives.

Work with Steve Christopher/Jennifer Mocol-Johnson (BWSR) to complete P-RAP

& PAR

Revise project prioritization metrics to consider nature based solutions and lessons learned

Continue to participate in MAWA and MAWD.

Foster Relationships with Lake Associations

Work with BOM on strategic planning efforts

Open dialogue with community development departments at member cities

Develop comprehensive, holistic plan that considers the impact of overall ecology on water resource protection - EHAP

Find HR professional/job coach to aid me in developing my interpersonal and management skills.

Obtain deeper knowledge and competence regarding administration o f government and non-profit organizations

DEVELOP

See other trainings in different groupings.

Lotus Lake Watershed Water Quality Improvement Project




<b>ACTION STEP 1</b>	<b>DATE DUE</b>
<b>AS #1</b>	<b>DATE DUE</b>
Plan 2023 schedule for budget setting meetings	1/3/23
Take LMC course MN Property Tax Basics	3/3/23
edX course - Public Financial Management	3/31/23
Upload documents to engagement portal	4/7/23
Set initial budget setting meeting	4/28/23
Set up worksheet with capabilities	5/14/23
Annual reporting	3/1/23
Ask for Barr's current database	1/31/23
Disseminate materials for partners for consideration	3/1/23
Succesfully complete Accounting Principles 1 at BSU	8/1/23
Research the use of electronic signatures on checks.	5/15/23
Search old on-line and paper files to see what exists	5/1/23
Meet with GC to discuss	2/1/23
Provide comments to GC	10/7/22
Network	On-going
Work with GC members to set agenda's, develop & disseminate materials, etc	On-going
Develop plan outline	6/1/23
Develop and share governance sharepoint site for GC	1/1/23
Provide cloud storage of all district information thorough MS365	1/1/23
Identify and take course through LMC, edX, or hrtrainonline	9/1/22
Gain admission into BSU Public Administration Grad Certificate Program	Admitted for Summer '23
Identify and take course through LMC, edX, or hrtrainonline	5/1/23
Gain admission into BSU Public Administration Grad Certificate Program	Admitted for Summer '23
Work with staff to develop work plans, including career goals and training opportunities	Ongoing - staff anniversaries

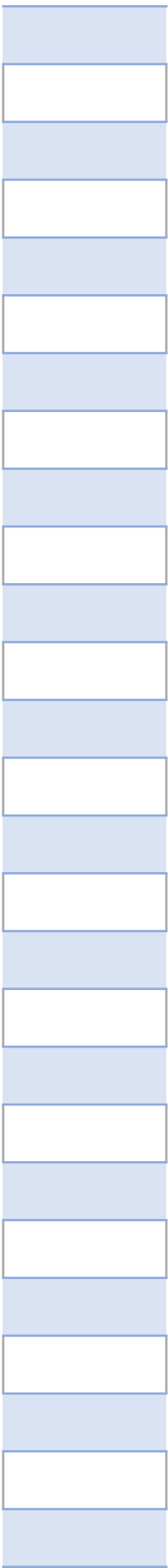
Gain admission into BSU Public Administration Grad Certificate Program	Admitted for Summer '23
Attend personnel committee meetings	Ongoing
Develop section on hybrid work policy	5/1/23
Inquire with other watershed and municipal administrators/managers regarding their activities	4/14/23
Attend MAWD Annual Conference HR Session	12/2/23
Meet with city Community Development Departments	3/3/23
Coordinate and facilitate inter-departmental meetings.	Completion of Phase 1 of flood model
Meet with Barr and staff to scope an outline of EHAP	12/15/22
Meet with PW and engineering staff to review multiyear CIP	6/1/23
Identify individual staff responsible for implementation	3/1/23
Meet with BWSR and provide list of partners	9/13/22
Incorporate district model, strategic plan, etc into suggested changes	To be done with in concert with EHAP
Attend quarterly MAWA meetings	As scheduled
Hold Lake Association Summit	4/11/23
Apply for PRAP Assistance Grant	12/2/22
Send letter of introduction	3/1/23
Conduct kickoff meeting with team	2/23/23
Identify individual/firm to serve in this capacity	4/1/23
Gain admission to BSU graduate certificate in Public/Non-profit Administration	3/15/23
Meet with Chanhassen parks, PW, and eng to scope project	9/15/22






COMPLETED

COMPLETED






**ACTION STEP 2**

**AS #2**

Hold workshop on preliminary budget

POLS 3330. Non-Profit Financial Management

POLS 3330. Non-Profit Financial Management

edX course - Public Financial Management

Meeting to discuss audit findings

Adjust proposed schedules as necessary

Progress reporting

Hold partner meeting to discuss projects and build consensus

Work with legal and accountants to determine employment status of managers and the implications of paying as vendors

Work with legal to prepare recommendation for the Governance Committee

Review comments received with legal counsel and GC

Volunteer

Present to Personnel Committee for comment and revisions

Update website to include all resolutions, signed minutes, adopted budgets, and applicable documents

Provide redundancies in data storage via external harddrive for all employees to back-up their desktop computer data

edX course - Public Financial Management

Begin Program

Find and provide access to human resource training as it relates to DEI

Begin Program
Provide materials and support to Personnel Committee as needed
Develop DEI section of Personnel Handbook
Bring in group facilitator to gain better understanding of workplace dynamics and interpersonal skills
Request onboarding materials from other administrators
Work to align Water Management Plan with city comprehensive plans
Meet with CAC to solicit input and subsequently present to BOM.
Update UAA to reflect current conditions and CIP alignment strategies
Work with staff to identify gaps and areas for collaboration
Provide Water Plan Review to BWSR
Engage TAC, CAC, and others
Volunteer to serve on sub-committee
Attend annual events hosted by lake associations
Solicit RFPs for strategic plan facilitation
Hold TAP meeting with planners/CD staff as part of EHAP development
Determine advisory panel members
Begin coursework in program
Develop feasibility study of potential practices and areas

Meet with Chanhassen to discuss scope and other opportunities

Hold open house with area residents to solicit input and foster partnership

Use soil health initiative and literature review component of EHAP to incorporate nutrient cycling and C sink into model

Hold Kick-off meeting

Bring work order to BOM

Meet with inspectors to identify opportunities for collaboration and partnership

Continue meeting with legal and engineering to assess needs

Present proposed 2023 schedules for board adoption




DATE DUE3	COMPLETED4
DATE DUE	COMPLETED
6/15/23	
2023 - TBD	
12/31/22	
3/31/23	
4/30/23	
Biannually	
As required	
4/7/23	
5/15/23	
4/15/23	
7/1/23	
3/31/23	
7/28/23	
3/1/23	
4/1/23	
3/31/23	
5/15/23	
Ongoing	

5/15/23	
Ongoing	
9/1/23	
8/1/23	
1/15/23	
As plans come due	
8/1/23	
12/31/23	
5/1/23	
10/5/22	
12/31/23	
1/1/23	
As schedules	
TBD	
5/1/23	
3/16/23	
5/15/23	
4/1/23	




**ACTION STEP 3**

**AS #3**

Set preliminary budget and levy

Meet to discuss preliminary budget

Identify project(s) and finalize logistics with BWSR and panel.

Work with accountant and A&F Committee to revamp fund balance tables.

Deseminate to BOM for review

Continue to update website and sharepoint site

Assure all desktop/laptop computers have up-to-date firewall, anti-virus, and anti-spam software

Complete Program

Designate staff to be member of the MetroMAWD DEI Committee

Complete Program

Make other updates as needed

Utilize MS365 Planner to develop onboarding plan

Meet with appropriate sub-committees to solicit input

Present PRAP report to BOM

Work with LLCA to incorporate community feedback into lake management plan

Collect GIS data and develop maps

Complete Program

Develop cooperative agreement and regional stormwater plan with City of Chanhassen

Develop cooperative agreement

Establish sub-committee membership

Advertise for bid

Use EHAP findings to guide modifications of regulatory program to meet updated policies, goals, and mission statement




DATE DUE4	COMPLETED2
DATE DUE	COMPLETED
9/15/23	
5/23/23	
6/1/23	
12/31/23	
7/1/23	
ongoing	
1/1/23 and ongoing	
Summer 2024	
1/1/23	

Summer 2024	
Ongoing	
4/15/23	
Throughout 2023	
11/2/22	
1/31/23	
6/30/23	
Fall 24	
9/30/23	






Meet with appropriate sub-committees to solicit input

Present PRAP report to BOM

Engage at least one lake association to evaluate need for, and breadth of comprehensive lake management plan.

Develop soil health framework, literature review, and field investigation

Order project

Provide data to Barr

Complete work




DATE DUE <sup>2</sup>	COMPLETED <sup>3</sup>	MEASURABLE OUTCOMES
DATE DUE	COMPLETED	OC #1
		Completed audit submitted
		Spreadsheet
		Policy Manual
7/20/23		Updated governance manual
		Contingency plan drafted
4/15/23		All staff have external harddrive
		All staff will have individual workplans






**MEASURABLE OUTCOME**

OC #2

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No findings

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Revised schedule

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Policy drafted

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