



From: [Sharon McCotter](#)
To: [Terry Jeffery](#)
Cc: [Andrew Aller](#); [Liz Forbes](#); [Eleanor Mahon](#)
Subject: Re: Governance Manual Update
Date: Sunday, June 12, 2022 11:20:18 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)



Hi Terry,


I completed a review of the watersheds governance manual and have a few comments. Overall I think they are well written and serve the watershed well. With that said, those of you who follow these rules/guidelines throughout the year probably have a better handle on where stricter rules are required. Just like at the bank, if there was an issue, we'd take care to review rules and hopefully clarify to avoid future issues. Let me know if you want to talk about any of my comments. Hopefully this is what you were looking for.

 Page 7 - section V, b Starts with, "No individual manager may...." While this is a great rule, in observing BOM meetings, individual managers often make suggestions to Staff during the meetings, yet the body of managers doesn't make a motion to take action (as the rule suggests). I think the rule is well written and if adhered to, I think the meetings would be shorter, more would be accomplished and the managers would work more as a group. I know this was an issue and a significant frustration around lack of clear board direction versus individual board members direction. If this is no longer the case, I think the language is clear.

CAC bylaws should be updated to include information from Page 9 of the managers governance manual: At January BOM meeting the BOM approves the CAC's meetings for the year. Each year we have to modify the January and February meetings based on federal holidays. The CAC should set their meeting dates at the end of the previous year so managers have the list for their January meeting.

 Additionally, the governance manual says the CAC members are appointed in January. In the past I think they were still looking to fill slots at that time. The work of seeking new CAC members would have to start earlier to get them approved in January. I don't disagree with the timing, just think we need to make sure we get notices out sooner to comply with this rule. That means commitments from current CAC members for the next year need to be made by November to allow managers to post openings in December and then make appointments in January.

  Page 12 - Roles and responsibilities. I didn't see a place in this section that talks about the CAC's role with the president. In our CAC/BOM communication document, we talk about the BOM president and the CAC president (or designee) meeting monthly. Who actually owns the relationship with the BOM's, the Administrator or the BOM president? If it is the BOM, shouldn't there be something in their responsibilities that address the relationship?

 Page 14 - Agenda - Setting the actual agenda that will be used at the BOM meeting, should be a lot smoother and quicker than it is. At the January BOM meeting it took 40 minutes to finalize the agenda. Very wasteful (which goes against the operating efficiently and with good intentions vibe throughout the manual). I'm not sure if it's possible, but maybe the managers could review the agenda ahead of time, and at least get the removal of the consent items done.

Often it's one manager who has a boatload of questions where I feel those detailed individual questions could be asked and answered before the meetings so the person could be satisfied and not bring the whole group to a standstill. I'm not commenting on the work done before the meeting on the agenda, it's the finalizing of the agenda that is so painful and draining.

✓ Page 16 - section V,k - Voting - I don't understand the sentence about doing a survey as part of the voting.



Page 17 - section VII - I "reasonably" the right word in this section? Not sure what it means in this context, maybe an example???



Page 18 - Update the secretary name

Page 31 gives the definitions of public, private and confidential. When I was reading page 28, I wondered what you considered public, private, confidential. So while I love you have definitions, I think they should be moved up to page 28 or maybe star the words on 28, referencing the definitions on 31.

I don't have any comments on the retention schedule. I'm sure state statutes help as well as experience you all have had in this area.

Page 48 - As I read this page, I wondered what kind of abandoned property, unclaimed property or unclaimed assets the watershed might have. On page 51, there was a reference to escrow funds falling into this category. I think it would be helpful to maybe give this example on page 48 so as you're reading 48, you have a concrete example in mind.

✓ Page 71 - Update with new compliance officer

Thanks for the opportunity to complete the review.

On Wed, Jun 8, 2022 at 1:26 PM Terry Jeffery <tjeffery@rpbcwd.org> wrote:

Whatever works best for your schedule Sharon. Thank you

Terry Jeffery, Interim District Administrator
952.807.6885
Sent from my Samsung S9

----- Original message -----

From: Sharon McCotter <sharon.a.mccotter@gmail.com>
Date: 6/8/22 12:48 PM (GMT-06:00)
To: Terry Jeffery <tjeffery@rpbcwd.org>
Subject: Re: Governance Manual Update

Hi Terry,

Thank you for the details. I would be happy to complete a review of the Governance Manual. I'm sure I could learn a few things! With that said, I will be out of town from July 6 through July 25. If I can do things prior to leaving that works for me. Let me know and if that works, I can start reviewing this week.

On Wed, Jun 8, 2022 at 10:38 AM Terry Jeffery <tjeffery@rpbcwd.org> wrote:

Good morning Sharon,

- would the CAC members who want to, review the 75 pages and then provide general input? **Yes**

- or are there specific sections that are being looked at? **If only certain portions are of interest to you that is fine**

- will there be meetings to review/discuss or will each person just read the manual and then provide questions and/or edits? **I would anticipate, though it has not been confirmed, that we would have contributors, that wish to, join the governance committee to discuss.**

- what is your timeline for the work to be done? **We would like to be able to approve the new GM at the January 23 meeting. As such, if we could get comments by August 1, 2022 that would allow us time to incorporate, discuss with committee, then take to board as a draft.**

signature_1868170889



Terry Jeffery (he/him/his)

Interim District Administrator

Riley Purgatory Bluff Creek Watershed District

18681 Lake Drive E, Chanhassen, MN 55317

Ph 952-807-6885 | Email tjeffery@rpbcwd.org



From: Sharon McCotter <sharon.a.mccotter@gmail.com>

Sent: Wednesday, June 8, 2022 10:27 AM
To: Terry Jeffery <tjeffery@rpbcwd.org>
Subject: Re: Governance Manual Update

Hi Terry,

To clarify the request,

- would the CAC members who want to, review the 75 pages and then provide general input?
- or are there specific sections that are being looked at?
- will there be meetings to review/discuss or will each person just read the manual and then provide questions and/or edits?
- what is your timeline for the work to be done?

I'm guessing there are a lot of points in the manual, like maybe the retention schedule, that is set versus a discussion item. Or things like the watershed's fiduciary responsibilities. I guess my question is more around what can be changed. It sounds like this might just be the annual review of the manual versus a major overhaul. Hope that makes sense.

On Tue, Jun 7, 2022 at 1:36 PM Terry Jeffery <tjeffery@rpbcwd.org> wrote:

Good afternoon all. I wanted to follow up on our early discussion regarding the governance committee's request for CAC comment on the Governance Manual. If you are interested in commenting, please respond to me and let me know. I have attached the Governance Manual for your use. Again, this is voluntary, but I would like to know, for the Governance Committee's benefit, how many folks are looking to provide input. If you have any questions please call my cell at 952.687.1107 or the number in the signature block below. You can obviously email as well.

Kind regards,
Terry

Terry Jeffery (he/him/his)

Interim District Administrator

Riley Purgatory Bluff Creek Watershed District

18681 Lake Drive E, Chanhassen, MN 55317

signature_1868170889

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