

Minnesota Watersheds

Bylaws-Manual of Policy and Procedures (MOPP) Committee Meeting

January 4, 2023

Via Zoom

Meeting participants: Region 1 Manager Linda Vavra (Bois de Sioux WD); Region 1 Administrator Jamie Beyer (Bois de Sioux WD); Region 2 Manager Wanda Holker (Upper Minnesota River WD); Region 2 Administrator Colton Henjum (North Fork Crow River WD); Region 3 Managers David Ziegler (Riley-Purgatory-Bluff Creek WD) AND Mike Bradley (Rice Creek WD); Region 3 Administrator John Hanson (Valley Branch WD) and Jan Voit, Minnesota Watersheds.

Chair Ziegler opened the meeting at 1:35 p.m. Executive Director Voit provided background information regarding the proposed Bylaws changes. Rather than changing the Articles of Incorporation, our accountant and legal counsel suggest changing the Bylaws to Minnesota Association of Watershed Districts, Inc. (MAWD) doing business as Minnesota Watersheds. Throughout the document MAWD was replaced with Minnesota Watersheds, Policy and Procedures Manual was replaced with MOPP, numbers less than 10 were written, and Resolutions/Policy Committee was replaced with Resolutions Committee.

Chair Ziegler made a motion to approve the document as written and adjusted by comments and recommend that the Minnesota Watersheds' Board of Directors move the document to the membership. Linda Vavra seconded the motion and it carried unanimously.

Executive Director Voit provided background information regarding the proposed changes to the MOPP. Throughout the document MAWD was replaced with Minnesota Watersheds, watershed district and watershed management organization were written, a table containing current members was inserted, the current committees were listed and information regarding co-chairs and membership was added, language regarding emergency position adoption was inserted, as was the Board of Directors' policy regarding an annual orientation, meeting schedule, and meeting packets. Discussion was held regarding the following.

- Office location. The committee agreed that the location should be at the Executive Director's home office.
- Annual orientation. The language was clarified to denote that the Board of Directors would hold an annual orientation workshop.
- Officers' roles and responsibilities. Clarification of roles and responsibilities was done. Specific duties of the Executive Director were added.
- Dues. The current dues' structure and dues payable will be included in the appendices.
- Financial management policy. The proposed policy was reviewed. The committee recommended adding language to clarify director per diem payments, preparation of tax forms, a deposit process, and saving documents that are uploaded to Dropbox.
- Chapters. The chapters section was updated to reflect that three chapters are active in the organization: Metro Minnesota Watersheds, North Country Minnesota Watersheds, and Region 2.

Chair Ziegler made a motion to approve the document with the changes recommended by the committee and move it to the Board of Directors for adoption. Linda Vavra seconded the motion and it carried unanimously. Executive Director Voit will send copies of the Bylaws and MOPP to the committee for review as soon as possible.

The meeting adjourned at 2:38 p.m.

Meeting notes by Jan Voit