



# Manual of Policy and Procedures (MOPP) March 6, 2024

This document is authorized, effective March 6, 2024, under Section 1.6 of the Bylaws to provide the necessary details for the day-to-day operations of the organization. This document is the Manual of Policy and Procedures (MOPP).

## **Section I. Corporate Office and Authority**

- 1.1 Offices: The registered office of the Corporation shall be designated annually by the Board of Directors. If such site is located in a private home, there must be reasonable provision for access to any stored materials. The office shall be established by a contract, lease, or a “Memorandum of Understanding.” As of January 1, 2023, the office shall be located at Obremski Ltd., 1005 Mainstreet, Hopkins, MN 55343.
- 1.2 Authority for Contracts: Unless specifically delegated to the Executive Director by written action of the Board of Directors, only the President, or Vice-President if the President is incapacitated, can sign a legally binding contract or agreement for the corporation. Any such agreement must be supported by either a Memorandum of Understanding or an action of the Board of Directors by majority vote, noting agreement along with the delegation of authority, if any.

## **Section II. Membership**

- 2.1 Delegates and Alternates: Prior to a Regular or Special Meeting of the membership, the Executive Director shall send to every member in good standing a written request asking for the identity of delegates and alternates as defined in Section 2.2 of the Bylaws. Any nametags provided for attendees shall indicate the voting status of the managers or commissioners in an easily visible manner.
- 2.2 Membership Dues and Eligibility: Each member will receive an annual dues statement. The statement will include the amount of the dues determined in MOPP Section 6.3 and 6.4. If dues are not paid in accordance with Section 6.3 of the Bylaws and other arrangements have not been agreed to by the Board of Directors, the Treasurer shall send out a written notice to the member informing them of the loss of their good standing 30 days in advance of such action taking place. If the member’s good standing is terminated, then the member is ineligible to serve on the board or vote at any meeting of the membership or Board of Directors.
- 2.3 Termination of Membership: Voluntary withdrawal of membership under Section 2.4 of the Bylaws shall be presented to a subsequent Board of Directors meeting noting the termination and any delegation of authority in the minutes of that meeting.
- 2.4 Qualification of Voting Member Representatives: Each voting member representative is

appointed by their appropriate sponsoring watershed district or watershed management organization. If there is a question regarding the eligibility or status of a member representative to vote or enter into meeting discussions, such member representative may be considered as “Suspended” until his or her status can be properly verified.

### **Section III.**

#### **Meetings of Membership**

- 3.1 Meetings: Meetings of the membership shall be held in accordance with the Bylaws. At the direction of the Executive Committee of the Board of Directors, meeting technology, times, locations, content, or any other functional details may be delegated to the Executive Director for execution. Should a technology change be warranted and directed for such reasons as a gubernatorial order, it shall be the responsibility of the Executive Director to provide proper facilitation such that all Minnesota Watersheds members and any interested other attendees receive notice and usage instruction to enable functional participation. Unless specifically delegated to the Executive Director by written action of the Board of Directors, the President, or the Vice President are the only authorized signees on any contract required for these arrangements.
- 3.2 Voting Members: The Executive Director shall provide appropriate nametags or other clearly visible form of identification to attendees and voting delegates or alternates such that an accurate count of votes for or against an item may be properly tabulated. The President may delegate authority to the Secretary or other Board of Directors members to assist in the identification of proper voting authority and the subsequent counting of votes. The President may also request that voting delegates sit in an assigned area of the meeting facility to expedite the process.

### **Section IV.**

#### **Board of Directors, Membership Criteria**

- 4.1 Regional Assignments: Pursuant to the Bylaws, there shall be three Regions of Minnesota Watersheds. In as much as possible those regions should be geographically integral with reasonable proximity. (Attached to the MOPP will be an Appendix, which shall be a map of the State of Minnesota, showing the location of watershed districts and watershed management organizations.) The current regional membership is as follows:

<b>Region I</b>		
Bois de Sioux	Buffalo-Red River	Cormorant Lakes
Joe River	Middle-Snake-Tamarac Rivers	Pelican River
Red Lake	Roseau River	Sand Hill River
Two Rivers	Warroad	Wild Rice
<b>Region II</b>		
Buffalo Creek	Cedar River	Clearwater River
Crooked Creek	Heron Lake	High Island Creek
Kanaranzi-Little Rock	Lac qui Parle-Yellow Bank	Middle Fork Crow River
North Fork Crow River	Okabena-Ocheda	Shell Rock River
Turtle Creek	Upper Minnesota River	Yellow Medicine River
<b>Region III</b>		
Bassett Creek WMC	Brown's Creek	Capitol Region
Carnelian Marine St. Croix	Comfort Lake-Forest Lake	Coon Creek
Minnehaha Creek	Mississippi WMO	Nine Mile Creek
Prior Lake Spring Lake	Ramsey-Washington Metro	Rice Creek
Riley-Purgatory-Bluff Creek	South Washington	Vadnais Lake Area WMO
Valley Branch		

**Section V.  
Officers Roles and Responsibilities**

5.1 Annual Orientation: The Board of Directors shall hold an annual orientation workshop that covers roles and responsibilities, governance documents, committee scopes of work, Communication Plan, and the Legislative Coordination and Communication Plan.

5.2 President. In addition to the duties specified in Article V of the Bylaws, the President shall:

- (a) Act as the chief executive and principal officer of the corporation.
- (b) Exercise supervision over all activities of the corporation.
- (c) Represent and speak for the corporation to other organizations, associations, and the public.
- (d) Preside over all meetings of the members and of the Board of Directors.
- (e) Carry on official correspondence in the name of Minnesota Association of Watershed Districts, Inc. doing business as Minnesota Watersheds. Correspondence may also be done by the Executive Director in cooperation with the President of the Board of Directors.
- (f) Serve as chair of the Board of Directors.
- (g) Give a report at the annual meeting of the activities of the corporation and of the Board of Directors for the preceding year.
- (h) Enlist the assistance of the Executive Director to aid in the performance of duties as

needed.

5.3 Vice-President. In addition to the duties specified in Article V of the Bylaws, the Vice-President shall:

- (a) Enlist the assistance of the Executive Director to aid in the performance of duties as needed.

5.4 Secretary. In addition to the duties specified in Article V of the Bylaws, the Secretary shall:

- (a) Oversee the preparation and distribution of the minutes of all meetings.
- (b) Enlist the assistance of the Executive Director to aid in the performance of these duties as needed.

5.5 Treasurer. In addition to the duties specified in Article V of the Bylaws, and the Financial Management Policy included in the appendices of the MOPP, the Treasurer shall:

- (c) Notify members of unpaid dues and collect the same.
- (d) Have the power to endorse to the order of the designated bank only and deposit all moneys, drafts, checks and CDs in the name of and to the credit of the corporation at such banks and depositories as the majority of the Board of Directors shall designate from time to time.
- (d) Disburse corporate funds by check bearing his/her signature. Should the Treasurer be unavailable, then the signature of the President of the Board of Directors shall be accepted.
- (e) In conjunction with the Finance Committee, prepare and present an annual budget for the organization first to the Board of Directors who shall send it on to members at the annual meeting or special meeting.
- (f) Coordinate with the accountant and Finance Committee to select an auditing firm qualified to review all financial activities of the organization and present the results of said "Review of Agreed Financial Procedures" to the members at the Annual Meeting.
- (g) The Treasurer, with the direction and authorization of the Board of Directors shall select and facilitate the establishment of the "Official Bank" of Minnesota Watersheds. All funds collected for dues, events, or other processes on behalf of Minnesota Watersheds shall be deposited in this account. Appropriate checks, credit cards, or other financial instruments necessary for Minnesota Watersheds operations shall be prepared by and supported by the selected bank.
- (h) In conjunction with the Finance Committee, select a qualified person or firm to provide routine accounting services to the organization.
- (i) Enlist the assistance of the Executive Director to aid in the performance of these duties as needed.

5.6 Executive Director. In addition to items identified in her contract, the Executive Director shall:

- (a) Publish and distribute to all members and Directors any approved minutes and agendas so prepared prior to the next meeting of members or Directors, and post on the Minnesota Watersheds website.

- (b) Give a report at the annual meeting of the corporation of all major policy decisions during the preceding year and shall present for acceptance, the minutes of the previous annual meeting.

5.7 Committees of the Board of Directors: The Board of Directors have created the following committees:

- Executive Governance
- Bylaws-MOPP
- Strategic Plan
- Executive Personnel
- Executive Finance
- Finance
- Resolutions
- Legislative
- Events-Education
- Awards

The Executive Committees consist of the President, Vice President, Secretary, Treasurer, and except for the Personnel Committee, the Executive Director. Committees are co-chaired by a board member of a watershed district or a watershed management organization and an administrator. Makeup includes at a minimum a board member and an administrator from each Region. The President of the Board of Directors is a member of all committees.

See Appendices for individual committee descriptions including their purpose, tasks, meeting logistics, membership, and specific procedures.

## **Section VI.**

### **Fiscal Year and Member Dues**

- 6.1 Fiscal Year: The fiscal year for the corporation will be October 1 through September 30 of each year.
- 6.2 Budget: The Finance Committee shall prepare a budget to fund the subsequent year's activities. Such budget must be first submitted to the Board of Directors for approval, then presented to the members at the Annual Meeting or a Special Meeting as set forth in the Bylaws.
- 6.3 Dues: The dues' structure is reviewed annually by the Finance Committee. The current dues' structure and dues payable is included in the appendices.
- 6.4 Dues/Fees: The dues and fees of the organization shall be prepared by the Treasurer and Finance Committee based upon the projected financial needs of the coming year. They must first be reviewed by the Board of Directors and then presented to the members at the Annual Meeting or Special Meeting called for this purpose. The dues of the organization shall be applied to all members as determined by the Board of Directors.

## **Section VII.**

### **Employees**

- 7.1 Employees, Titles, and Compensation: The Board of Directors shall be responsible for hiring employee(s) as needed. The Board of Directors shall determine the title of the position and the compensation, both direct and supplemental or as benefits, for any employee. At a minimum, all compensation should be reviewed annually by the Personnel Committee in conjunction with the Treasurer and Board of Directors.
- 7.2 Contracts: All employees or contractors under the direction of the Board of Directors shall have a written job description and an executed contract or letter of agreement setting forth the terms and conditions of their employment or provision of services.
- 7.3 Executive Personnel Committee: The Board of Directors may delegate employee management responsibilities to the Personnel Committee, with the exception of the compensation review as provided in Section 7.1.
- 7.4 Performance Review: Every employee shall have an annual performance review prepared and presented by the Personnel Committee.
- 7.5 Contractor Review: All contractors shall have their contracts or service agreements reviewed by the Board of Directors prior to execution and annually for any renewal or extension.

## **Section VIII.**

### **Resolutions and Petitions**

- 8.1 Resolutions: The Resolutions Process is defined in Article VIII of the Bylaws.
- (a) The Resolutions Committee may review resolutions referred to it, combine those essentially similar, reject resolutions that are currently active, and draft resolutions on its own for consideration by the Board of Directors.
  - (b) All policy resolutions adopted at the Annual Meeting shall cease to be active and in effect at the end of the Annual Meeting in the fifth year following the resolution's adoption unless said resolution is resubmitted through the resolutions' process and adopted. This is known as the Sunset Policy.
  - (c) All policy resolutions subject to the Sunset Policy shall be distributed for review at least three months prior to the Annual Meeting at which it will cease to be active and in effect.
- 8.2 Emergency Position Adoption: In the event legislation or state agency policy is introduced that may cause harm to Minnesota Watersheds members and there is no policy adopted by Minnesota Watersheds on the issue, the Minnesota Watersheds Board of Directors may review the legislation or policy and adopt a temporary position on the issue on behalf of the organization. The policy position will be in effect until the next annual resolutions hearing. At that time, the membership must review the policy position and vote on whether it should become a permanent policy position or should expire.

For such issues of urgent concern that come up less than 60 days prior to the Annual Resolutions Hearing, the Board of Directors may consult the membership as time allows, and

adopt a temporary position as described above.

8.3 Petitions: When petitions are received in accordance with Article VIII of the Bylaws, then:

- (a) If the petition requires a change to the Bylaws, it will be added to the agenda of the next regular meeting of the membership.
- (b) If the petition only requires a change to the MOPP, it shall be considered at the next scheduled meeting of the Board of Directors.
- (c) If deemed by the Board of Directors to be of such significant content that a Special Meeting should be called to discuss and act upon it shall be done at the discretion of the Board of Directors and must include the one-month distribution to members prior to the meeting.

## **Section IX.**

### **Expenses and Per Diem**

9.1 Expenses: Reimbursable expenses may include, but are not limited to, the following: commercial transportation (air, taxi, rental car, etc.); meals including tax and a reasonable gratuity; hotel and motel accommodations; parking fees and toll charges. Should any expense item exceed \$25.00 an appropriate receipt is required for compensation to be approved.

The Internal Revenue Service (IRS) requires business expenses to be submitted for reimbursement within 60 days. The Minnesota Watersheds Board has determined that a quarterly submission is acceptable if submitted within the first week of the subsequent quarter.

9.2 Per Diem: Per the discretion of the Board, the per diem will match but not exceed the amount authorized for Managers by the Legislature in State Statute. One per diem for regularly scheduled or special meetings, meetings of committees to which members are assigned and recognized, and Special Meetings called by the Board President. This does not apply to meetings of organizations, groups, and local governments. Mileage for such meetings may be claimed if more than 25 miles round trip.

Participation in regular Board of Directors meetings, special meetings as called by the Board President, and committee meetings to which members are assigned, where participation is conducted by electronic means is considered the same as attendance in person such that a per diem may be claimed.

One per diem for four or more hours spent in preparation time for each Board of Directors meeting, each committee meeting, or each special meeting of the Board of Directors. Preparation time in excess of four hours for a meeting cannot be banked.

One per diem plus mileage will be paid for attending other watershed district or watershed management organization board or other association meetings as authorized by the Minnesota Watersheds President.

In no instances will more than one Minnesota Watersheds per diem payment per day be permitted under this policy.

Vehicle travel will be reimbursed at the standard federal Internal Revenue Service mileage rate in effect at the time of travel.

9.3 Executive Director Expenses: The Executive Director of Minnesota Watersheds is a contractor. Approval for his or her expenses as well as monthly contract and all other forms of compensation should be submitted to the President, Treasurer, and accountant for awareness, approval for payment, and execution of expense from Minnesota Watersheds funds.

## **Section X. Chapters**

10.1 Establishment: The authority for the formation of Chapters is found in Article IX of the Bylaws.

10.2 Chapters: Chapters are authorized in the Bylaws. There are currently three chapters formed. They are Metro Watersheds, which represents members in Region III, who are generally in an area considered as the metro; North Country Minnesota Watersheds, which represents members in Region 1, who are generally considered in an area of northern Minnesota; and Region 2, who are generally in an area considered southern Minnesota. For purposes of this document a chapter is a group of member organizations who have chosen to affiliate and meet as a group.

## **Section XI. Amendments and Revisions**

11.1 Amendments and Revisions: The MOPP has been established by the Board of Directors. Section 1.6 of the Bylaws allows the MOPP to be amended at any time by vote of the Board of Directors, if placed on the agenda and distributed to the Board of Directors prior to a regular or scheduled special meeting.

## **Section XII. Board Meetings, Communication, and Attendance**

12.1 Board Meetings: The Board of Directors adopts an annual meeting schedule. It is the Board of Directors policy that meetings will be canceled if no time-sensitive decisions are needed.

12.2 Posting of Board Meeting documents: Meeting packets will be distributed to the Board of Directors and distributed to dues paying members at least five calendar days prior to Board of Directors meetings. Agendas will also be posted on the website. Minutes and financial statements will be posted on the Minnesota Watersheds website once they have been accepted by the Board of Directors.

Directors will receive full meeting packets. Legal opinions or documents, personnel documents, and other sensitive information as determined by the president will be sent by separate communication, and the agenda will include the item under consideration, noted for closed session.

12.3 Board Meeting Attendance: Any Minnesota Watersheds member in good standing may attend a Minnesota Watersheds Board of Directors meeting and address the Board of Directors up to five minutes during the public comment period of the meeting.

12.4 Minnesota Watersheds Committees: Members may attend committee meetings as



observers by contacting the committee co-chairs. Committee meeting schedules will be posted on the Minnesota Watersheds website. Members who wish to fully participate in committee discussions and decisions are encouraged to volunteer to join the committee by contacting the Executive Director and the committee co-chairs. Appointments to the committee will be determined in accordance with committee composition policy. One manager and one administrator from each of the three regions denotes the membership in the Bylaws-MOPP, Strategic Plan Finance, Resolutions, Events-Education, and Legislative Committees. One manager and two administrators from each of the three regions denotes the membership in the Awards Committee. The Minnesota Watersheds President is also a member of all committees. All committees are supported by the Executive Director. The Events-Education Committee is also supported by the Program Manager. Committee membership by non-member watershed districts or non-member watershed management organization board or staff is prohibited.

## **MOPP APPENDICES**

1. Financial Management Policy and Practices
2. Committee Scopes of Work
  - a. Executive Governance, Bylaws-MOPP, and Strategic Plan
  - b. Executive Personnel
  - c. Executive Finance and Finance
  - d. Resolutions
  - e. Legislative
  - f. Events-Education
  - g. Awards
3. Watershed District and Watershed Management Organization Maps

# Minnesota Watersheds

## Financial Management Policy and Practices

### Insurance

Minnesota Watersheds carries general liability and auto insurance through Western National. Directors and Officers insurance is carried through United States Liability Insurance Company.

### Process for Director Claims and Vendor Invoices Approval

- Each month, Executive Director and consultant time and reimbursable expenses, and vendor invoices will be sent to the Treasurer, Executive Director, and President for review and approval. Director per diem statements and reimbursable claims follow the process described above and are submitted at least on a quarterly basis. Approved claims will be paid following approval.
  - Checks will be written by the accountant and sent to the Treasurer or President for signature and mailing to the appropriate party.
  - If electronic funds transfer has been requested by a vendor, the approval of the Treasurer, Executive Director, and President are required before funds are disbursed.
  - If check(s) are written on-site at a Minnesota Watersheds event, the invoice must be signed by the Treasurer, Executive Director, and President. The check(s) must be written in the presence of the Executive Director and/or the President.
- Each month, the accountant is responsible for developing the treasurer's report, as well as a report containing the supporting revenue and expenditures.
- Annually, the accountant is responsible for preparing and submitting 1099s and other tax forms as required by law.
- The Treasurer, in consultation with the Executive Director, is responsible for the control and transfer of funds from savings to checking or checking to savings.
- The treasurer's report will be reviewed by the Treasurer and the Executive Director and added to each regular meeting packet.

### Deposits

- Direct deposits from Eventbrite and PayPal are received by Bremer Bank and deposited in the checking account.
- Checks received by the Program Manager or Executive Director are mailed to the accountant for deposit in the checking account.

### Lodging, Meal, and Transportation Allowances

Directors and the Executive Director, who incur expenses for lodging shall be allowed actual costs of lodging, in addition to the actual cost of meals. Itemized receipts are required for reimbursement. Mileage will be paid at a rate specified by the Internal Revenue Service.

### Board of Directors Expense Reimbursement Policy

- Per diems for independent MW meetings should be paid by MW.
- Registration fees for the annual conferences, summer tours, and legislative events with or without Board meetings should be paid by the respective WD or water management organizations (WMO).
- Hotel fees, meals, and mileage expenses for the annual conference, summer tour, and legislative events should be split between MW and the respective WD or WMO.
- Per diems for Board meetings should be paid by MW. Per diems for other days at the annual conferences, summer tours, and legislative events should be paid by the respective WD or WMO.
- No directors should receive payment of expenses or per diems from both their WD/WMO and MW.

### Executive Director Cell Phone

The Executive Director receives a monthly reimbursement of \$60 for actual monthly usage expense.

### Credit Card and PayPal

- The Minnesota Watersheds credit card will be issued in the Executive Director's name. The Executive

Director is responsible for its protection and custody and will immediately notify the credit card company and President if it is lost or stolen. The Executive Director will inform the Treasurer and President when expenditures will occur.

- The Program Manager will be responsible for the PayPal account and PayPal credit card.
- In no circumstances can the credit card or PayPal credit card be used for personal or non-Minnesota Watersheds related expenses. The transaction amount is limited to \$6,000 per transaction or credit card cycle.
- Payment of credit card statements will be done in the manner described above for vendor invoices. The Program Manager will inform the Executive Director of impending payments and receipts.

#### Year-end Financial Reports

- The accountant is responsible for providing a year-end financial report and statement of financial position.
- The accountant is responsible for providing the specified company with the necessary financial information to develop the Independent Accountant's Report on Applying Agreed upon Financial Procedures.
- The Executive Director is responsible for providing the Board of Directors and membership with these reports.

#### Dropbox

- The accountant is responsible for providing and maintaining a Dropbox in which all Minnesota Watersheds financial information is contained including, but not limited to, bank statements and reconciliations, checks written and copies, deposits, dues reports, electronic payments, meeting minutes, committee meeting notes, and treasurer's report. The Executive Director will be responsible for uploading meeting minutes and committee meeting notes. The accountant is responsible for uploading the other items described above.
- The President, Treasurer, and Executive Director are responsible for saving copies of the above-mentioned documents each month.
- The President, Treasurer, Executive Director, and accountant have access to these documents on behalf of Minnesota Watersheds.



## Minnesota Watersheds Governance Committees Scope of Work

Purpose	The Executive Governance Committee will work together to ensure the Bylaws, Manual of Policies and Procedures (MOPP), and Strategic Plan of the organization are kept up to date and adequately guide the organization. The Bylaws-MOPP and Strategic Plan Committees will handle larger picture issues such as changes needed to the governance documents previously mentioned.
Tasks	<p>The Executive Governance Committee will:</p> <ul style="list-style-type: none"> <li>• Work together to ensure daily operations align with the Bylaws, MOPP, and Strategic Plan.</li> <li>• Review recommendations of the Bylaws-MOPP and Strategic Plan Committees.</li> </ul> <p>The Bylaws-MOPP Committee members will:</p> <ul style="list-style-type: none"> <li>• Review the bylaws annually and make recommendations to the Minnesota Watersheds Board for changes that may be needed as laws and circumstances change.</li> <li>• Review the MOPP annually and make recommendations to the Minnesota Watersheds Board for changes that may be needed as laws and circumstances change.</li> <li>• Review and make recommendations on any bylaws or MOPP changes submitted through the annual resolutions process.</li> </ul> <p>The Strategic Planning Committee will review the Minnesota Watersheds Strategic Plan annually and make the following recommendations to the Minnesota Watersheds Board:</p> <ul style="list-style-type: none"> <li>• Prioritize the work plan for the executive director.</li> <li>• Note the activities that have been completed that can be removed.</li> <li>• Make recommendations to the board for any new items that should be added to the plan or whether a new strategic plan would be in order.</li> </ul> <p>Both committees will study issues assigned to them by the Minnesota Watersheds Board and submit back recommendations as requested.</p>
Meeting Logistics	The Governance committees will each meet at least once per year. Meetings will be held either in-person or by Zoom.
Membership	<p>The Executive Governance Committee consists of the President, Vice President, Treasurer, and the Executive Director and serves on both governance committees. An officer of the Minnesota Watersheds Board serves as Co-chair of the Bylaws-MOPP and Strategic Plan Committees.</p> <p>The Bylaws-MOPP and Strategic Plan Committees each consists of a minimum of six members, one WD/WMO board member and one administrator from each Minnesota Watersheds region. Each committee is co-chaired by a board member and an administrator. If position(s) are vacant, it is the responsibility of the Minnesota Watersheds Board to recruit and fill the position(s) with assistance from the Minnesota Association of Watershed Administrators.</p> <p><u>Bylaws-MOPP (Chair – David Ziegler, Co-chair – Jamie Beyer)</u>  <i>Region 1: Jason Beyer, Bois de Sioux (M), Jamie Beyer, Bois de Sioux WD (A)</i>  <i>Region 2: Colton Henjum, North Fork Crow River WD (A)</i>  <i>Region 3: Mike Bradley, Rice Creek WD (M), John Hanson, Valley Branch WD (A)</i></p> <p><u>Strategic Plan (Chair – David Ziegler, Co-chair – Andy Henschel)</u>  <i>Region 1: Dennis Kral, Pelican River WD (M), April Swenby, Sand Hill River WD (A)</i>  <i>Region 2: Andy Henschel, Shell Rock River WD (A)</i>  <i>Region 3: Benjamin Karp, Ramsey Washington Metro WD (M), Phil Belfiori, Vadnais Lake WMO (A)</i></p>



# Minnesota Watersheds Executive Personnel Committee Scope of Work

**Co-Chairs: Linda Vavra Bois de Sioux WD; Peter Fjestad, Buffalo-Red River WD, Wanda Holker, Upper Minnesota River WD, and David Ziegler, Riley-Purgatory-Bluff Creek WD**

Purpose	The purpose of the Executive Personnel Committee is to provide guidance, oversight, and support to the Minnesota Watersheds Board as it reviews and recommends performance management and compensation systems.
Tasks	<p>The Executive Personnel Committee will ensure a system is in place for the following tasks to be done annually:</p> <ul style="list-style-type: none"> <li>• The Executive Director will update staff and board job descriptions and present proposed changes to the committee. Once approved by the Minnesota Watersheds Board, copies of the job descriptions will be distributed to board and staff.</li> <li>• The Executive Director will review the personnel policy manual, make proposed changes as needed, and present them to the committee for review. Once the document is approved by the Minnesota Watersheds Board, the policy manual will be given to employees. It is the responsibility of the committee to ensure the policy is consistently implemented.</li> <li>• The Executive Director will review the board roles and responsibilities document, make proposed changes as needed, and present them to the committee for review. Once the document is approved by the Minnesota Watersheds Board, for the document will be given to all directors. It is the responsibility of the Minnesota Watersheds Board to adhere to the roles and responsibilities.</li> <li>• The Executive Director will review a Minnesota Watersheds Board orientation plan, make proposed changes as needed, and present them to the committee for review. This document will be used as the basis for conducting an annual orientation workshop for directors.</li> <li>• The Executive Director will analyze staffing needs necessary to achieve the goals, objectives, and strategies described in the Strategic Plan. The analysis will be presented to the committee for consideration. Staffing recommendations will be made to the Minnesota Watersheds Board.</li> <li>• Committee members will review the Executive Director’s contract and make certain that an accurate and fair annual evaluation of the Executive Director is conducted. The process will be agreed upon before the evaluation forms are distributed to Minnesota Watersheds Board. Once completed, the evaluation will be reviewed with the Executive Director.</li> <li>• The committee will ensure a fair and equitable employee compensation system is implemented based on job performance.</li> <li>• The Executive Director will document potential training needs and present them to the committee. The committee will make recommendations to the Minnesota Watersheds Board to provide resources for coaching and training for the Executive Director, as needed, to perform the roles and responsibilities of the position.</li> </ul>
Meeting Logistics	An annual meeting will be held <b>in November</b> . Additional meetings or conference calls may be called as deemed necessary at the discretion of the Co-Chairs or the Executive Director. The committee will also ensure that board orientation is implemented annually <b>in January</b> .
Membership	Committee members include the Board President, Vice President, Secretary, and Treasurer.
2024 Calendar	Review identified tasks in February and November and plan for board orientation in January.





## Minnesota Watersheds Executive and Finance Committees Scopes of Work

**Co-Chairs: David Ziegler, Riley-Purgatory-Bluff Creek WD  
and Tera Guetter, Pelican River WD**

Purpose	The Executive Finance Committee will handle the day-to-day financial decisions. The Finance Committee will deal with the larger picture issues, such as preparing an annual budget and making recommendations on the annual dues structure.						
	<p>The Executive Finance Committee will:</p> <ul style="list-style-type: none"> <li>• Work with the selected auditor to prepare an Annual Review of Financial Procedures (identified as the audit).</li> <li>• Regularly interface with the accountant.</li> <li>• Transfer funds between accounts when necessary.</li> <li>• Present financial reports at Minnesota Watersheds Board meetings.</li> <li>• Receive and sign checks for invoices or services rendered, oversee employee payroll documentation as performed by the accountant and execute contracts for auditing or accounting services as required.</li> <li>• Engage the services of a certified accounting firm to process and maintain the financial records of the organization.</li> </ul> <p>The Finance Committee will:</p> <ul style="list-style-type: none"> <li>• Analyze past expenditures and financial projections to make a recommendation to the Minnesota Watersheds Board for annual dues.</li> <li>• Prepare an annual budget for submittal to the Minnesota Watersheds Board.</li> </ul> <p>The Finance Committee will study issues assigned to them by the Minnesota Watersheds Board and submit back recommendations as requested.</p>						
Meeting Logistics	An annual meeting will be held. Follow-up conference calls may be necessary to finish business. Members should be present at the annual meeting to answer questions by other members about upcoming dues and the annual budget.						
Membership	<p>The Executive Finance Committee consists of the President, Vice President, Treasurer, the Executive Director, and the accountant who acts as a non-voting resource member. The Executive Finance Committee attends all committee meetings.</p> <p>The treasurer is the chair of the Finance Committee and there should be a minimum of six committee members, one WD/WMO board member and one administrator from each Minnesota Watersheds region.</p> <p><i>Region 1: Dennis Kral, Pelican River WD (M), Tera Guetter, Pelican River WD (A)</i></p> <p><i>Region 2: Jeff Gertgen, Middle Fork Crow River WD (M), Amber Doschadis, Upper Minnesota River WD (A)</i></p> <p><i>Region 3: Jackie Anderson, Comfort Lake Forest Lake WD (M), Terry Jeffery, Riley Purgatory Bluff Creek WD (A)</i></p>						
2024 Calendar	<table style="width: 100%; border: none;"> <tr> <td style="width: 15%; border: none;">April</td> <td style="border: none;">Annual meeting to analyze expenditures (if needed)</td> </tr> <tr> <td style="border: none;">May</td> <td style="border: none;">Follow up meeting (if needed for major finance project)</td> </tr> <tr> <td style="border: none;">October</td> <td style="border: none;">Recommend budget, dues' structure, and revenue sources</td> </tr> </table>	April	Annual meeting to analyze expenditures (if needed)	May	Follow up meeting (if needed for major finance project)	October	Recommend budget, dues' structure, and revenue sources
April	Annual meeting to analyze expenditures (if needed)						
May	Follow up meeting (if needed for major finance project)						
October	Recommend budget, dues' structure, and revenue sources						



## Minnesota Watersheds Legislative Committee Scope of Work

**2024 Co-Chairs: Gene Tiedemann, Red Lake WD and Michelle Overholser, Yellow Medicine River WD**

Purpose	To provide focus and direction to the Minnesota Watersheds Lobbyist(s) and Executive Director who also support the committee. They annually review the legislative program work and make recommendations on a legislative platform.
Tasks	<p>The Legislative Committee will:</p> <ul style="list-style-type: none"> <li>• Prioritize resolutions and make recommendations to the Board on an annual platform.</li> <li>• Assist with the development of materials for legislators and Minnesota Watersheds members on the priority legislative issues, providing context and why the legislation is important.</li> <li>• Aid in legislative matters as requested by the Minnesota Watersheds lobbyist(s) and executive director, including testifying, and production of materials and other tools to build Minnesota Watersheds recognition and stature with legislators.</li> </ul>
Meeting Logistics	The committee will meet two times per year; one to set the preliminary legislative platform and one to recommend the final legislative platform. Meetings will be held either in-person or by Zoom.
Membership	<p>This committee consists of a minimum of six members, one WD/WMO board member and one administrator from each Minnesota Watersheds region. The committee is co-chaired by one board member and one administrator. If position(s) are vacant, it is the responsibility of the Minnesota Watersheds Board to recruit and fill the position(s) with assistance from the Minnesota Association of Watershed Administrators. The MW President is a member of this committee</p> <p><i>Region 1: Gene Tiedemann, Red Lake WD (M), Dan Money, Two Rivers WD (A)</i></p> <p><i>Region 2: Jeff Gertgen, Middle Fork Crow River WD (M), Michelle Overholser, Yellow Medicine River (A)</i></p> <p><i>Region 3: Grace Butler, Nine Mile Creek WD (M), Phil Belfiori, Vadnais Lake Area WMO (A)</i></p>
2024 Calendar	<p>March: attends Legislative Briefing and Day at the Capitol</p> <p>December: reviews legislative accomplishments, sets preliminary 2025 platform</p> <p>January: committee recommends final 2025 legislative platform</p>





## Minnesota Watersheds Events-Education Committee Scope of Work

**2024 Co-Chairs: Gene Tiedemann, Red Lake WD and Tina Carstens,  
Ramsey-Washington Metro WD**

Purpose	The purpose of the Events-Education Committee is to ensure Minnesota Watersheds events provide high quality educational and networking opportunities for members and non-members. The committee annually reviews the education work plan, provides input before and after events, and sets the convention presentation schedule, including recommendations for the staff development workshop. This committee is supported by the program manager.
Tasks	<p>The Events Committee will oversee planning efforts of all Minnesota Watersheds events by:</p> <ul style="list-style-type: none"> <li>• Recommending event venues and locations.</li> <li>• Setting event objectives.</li> <li>• Assisting with preparation of agendas.</li> <li>• Identifying trainers, vendors, and sponsors to enhance events.</li> <li>• Reviewing feedback after each event and make recommendations for changes that could be made at next year’s events.</li> </ul> <p>The Events-Education Committee will study issues assigned to them by the Minnesota Watersheds Board and submit recommendations as requested.</p>
Meeting Logistics	The Events-Education Committee will hold conference calls during most months to review progress of event coordination. The committee may meet in person <b>in July</b> to kick off planning efforts. Follow up conference calls and emails may be requested.
Membership	<p>The committee consists of a minimum of six members, one WD/WMO board member and one administrator from each Minnesota Watersheds region. The committee is co-chaired by one board member and one administrator. If position(s) are vacant, it is the responsibility of the Minnesota Watersheds Board to recruit and fill the position(s) with the assistance of the Minnesota Association of Watershed Administrators. The MW President is a member of this committee.</p> <p><i>Region 1: Gene Tiedemann, Red Lake WD (M), Mori Maher, Middle-Snake-Tamarac Rivers WD (A)</i>  <i>Region 2: Brad Kramer, Shell Rock River WD (M), Dan Coughlin, Middle Fork Crow River WD (A)</i>  <i>Region 3: Rick Sanders, Capitol Region WD (M), Tina Carstens, Ramsey Washington Metro WD (A)</i>  <i>Program Manager Maddy Bohn</i></p>
2024 Calendar	<p>January: committee meets to plan the Legislative Briefing and Day at the Capitol          March: committee meets to review the Legislative Briefing and Day at the Capitol          April: committee meets to plan the Summer Tour          June: committee meets to review the Summer Tour          August: committee meets to begin planning the Annual Conference          September: committee meets to continue planning efforts – if needed          December: committee meets to review the annual conference</p>

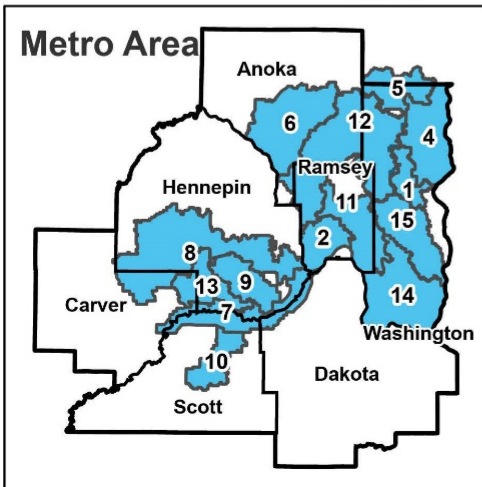
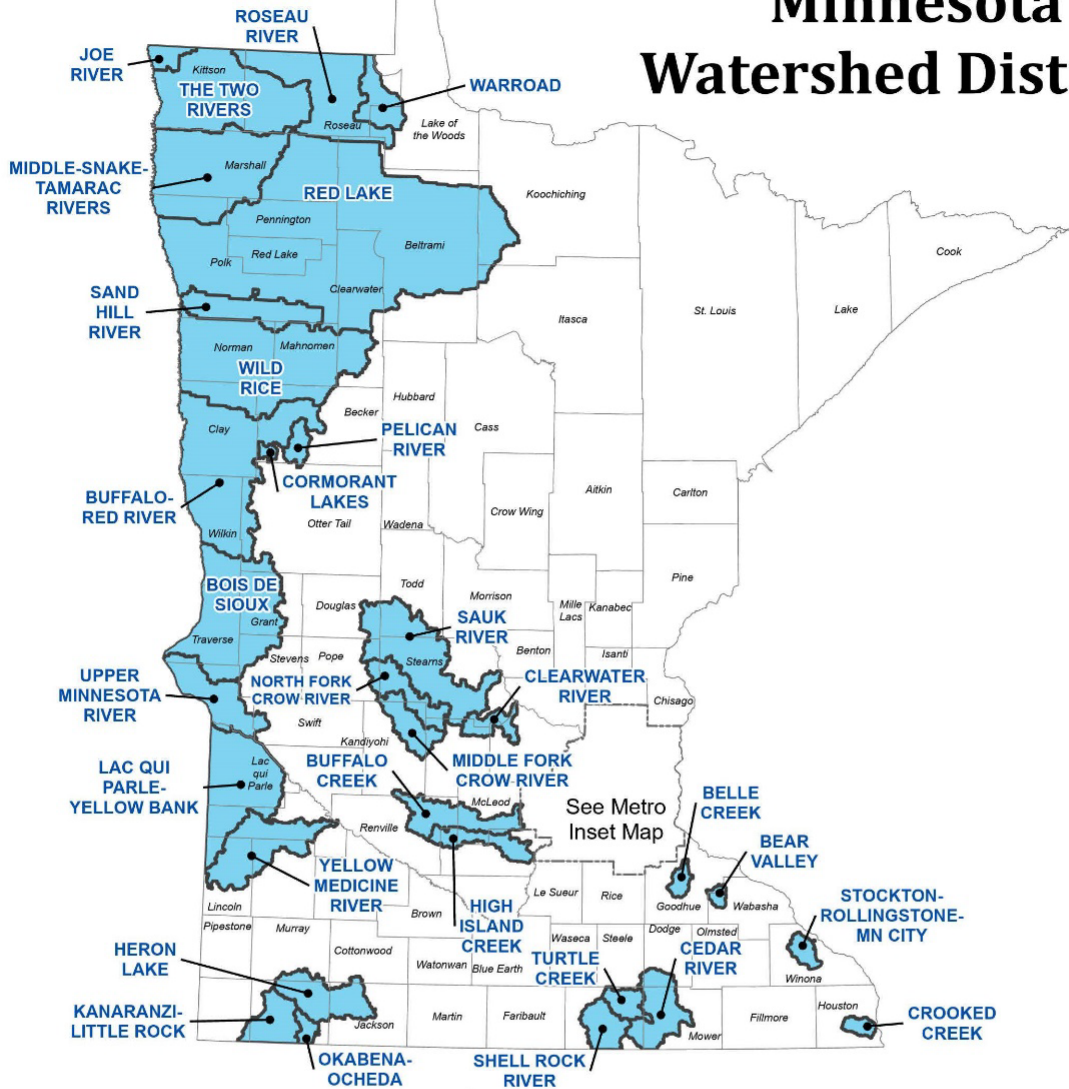


## Minnesota Watersheds Awards Committee Scope of Work

**2024 Co-Chairs: Dennis Kral, Pelican River WD  
and Karen Kill, Brown’s Creek WD**

<b>Purpose</b>	The purpose of the Awards Committee is to promote, manage and present the annual Minnesota Watersheds Project and Program of the Year Awards.	
<b>Tasks</b>	<p>The Awards Committee recognizes outstanding work through two awards: (1) Project of the Year, and (2) Watershed Program of the Year. The Awards Committee is assigned the following tasks:</p> <ul style="list-style-type: none"> <li>• Distributing and promoting awards nomination information and forms in partnership with Minnesota Watersheds staff.</li> <li>• Receiving, reviewing, and ranking preliminary and final award nominations.</li> <li>• Communicating directly with nominees regarding submittals and the review process.</li> <li>• Notifying all nominees and Minnesota Watersheds staff of the award nominations standing and results.</li> <li>• The Co-Chairs typically lead the process initiating emails with the Committee. The Co-Chairs also leads the collection and tabulation of results for both the preliminary and final nominations as well as preparing the awards plaques and presentation.</li> <li>• One Committee member typically emcees the Awards Program at the Annual Conference.</li> <li>• Reviews and recommends improvements to the program as needed.</li> <li>• Reviewing feedback after each award program and make recommendations for changes that could be made for next year’s awards.</li> <li>• Setting award objectives and criteria.</li> <li>• May conduct other work as requested by the Minnesota Watersheds Board of Directors.</li> </ul>	
<b>Meetings</b>	The Awards Committee will conduct its business almost exclusively via email. Occasional phone calls occur to coordinate logistics. Follow up conference calls and emails may be requested.	
<b>Membership</b>	This committee consists of nine members, one WD/WMO board member and two administrators from each Minnesota Watersheds region. The committee is co-chaired by one board member and one administrator. If position(s) are vacant, it is the responsibility of the Minnesota Watersheds Board to recruit and fill the position(s) with the assistance of the Minnesota Association of Watershed Administrators. The MW President is a member of this committee.	
<i>2023 Committee</i>	<i>Managers</i>	<i>Administrators</i>
<i>Region 1 Red River Valley</i>	<i>Dennis Kral, Pelican River WD</i>	<i>Kristine Altrichter, Buffalo-Red River WD Tara Jensen, Wild Rice WD</i>
<i>Region 2 Non-metro, Non-RRV</i>	<i>Casey Ingenthron, Okabena-Ocheda WD</i>	<i>Dan Livdahl, Okabena-Ocheda WD Trudy Hastad, Lac qui Parle-Yellow Bank WD</i>
<i>Region 3 Metropolitan Area</i>	<i>Joe Collins, Capitol Region WD</i>	<i>Karen Kill, Brown’s Creek WD Nick Tomczik, Rice Creek WD</i>
<b>2024 Calendar</b>	<p>July: Awards Program announced  September xx: Preliminary nominations due  September xx: Committee reviews preliminary nominations  September xx: Finalists announced  October xx: Finalist nomination forms due  October xx: Committee review of finalist nominations due  November: Award winners notified, and PowerPoint presentation created  December: Awards presentation at Annual Conference  December: Review and make recommendations for next year’s program (if any)</p>	

# Minnesota Watershed Districts



**Metro Watershed Districts**

ID	NAME
1	BROWNS CREEK
2	CAPITOL REGION
4	CARNELIAN-MARINE-ST. CROIX
5	COMFORT LAKE FOREST LAKE
6	COON CREEK
7	LOWER MINNESOTA RIVER
8	MINNEHAHA CREEK
9	NINE MILE CREEK
10	PRIOR LAKE-SPRING LAKE
11	RAMSEY-WASHINGTON METRO
12	RICE CREEK
13	RILEY-PURGATORY-BLUFF CREEK
14	SOUTH WASHINGTON
15	VALLEY BRANCH



Updated March 2024



# Metro Water Management Authorities

