

Riley Purgatory Bluff Creek Watershed District

Board Convening

4 p.m. to 6 p.m.

October 17, 2024

Agenda

- Break Bread and Informal Time
- Introductions
- Background
- Organizational Structure
- Roles and Responsibilities
- **Questions**
- Components of Governance
- **Questions**
- Break outs and Share out
- Next Steps



Introductions

Name

Position

Duration on Board

Start with Why

- We are here to have a reset – it's a new day and a new opportunity
- We are here to level set
- We are here to set the early work for the decennial plan update – start the conversation about values and priorities

Background

The background image shows a blurred office environment. In the foreground, a wooden table is visible with a laptop and some papers on it. The scene is overlaid with a teal gradient that is darker on the left side, where the text 'Background' is located. The overall aesthetic is clean and professional.

Watershed District Statute

- A watershed district is a local, special-purpose unit of government established to solve and prevent water-related issues. There are 42 watershed districts in Minnesota.

Subd. 2. **Specific purposes.** A watershed district may be established for and use its powers to advance any of the following purposes:

- (1) to control or alleviate damage from floodwaters to promote climate resilience;
 - (2) to protect, improve stream channels, or restore watercourses and water basins for drainage, navigation, water quality, flood mitigation, and any other public purpose;
 - (3) to reclaim manage impacts to, restore, or fill replace wet and overflowed land;
 - (4) to provide a water supply for irrigation;
 - (5) to regulate and conserve the flow of streams and conserve the streams' water watercourses;
 - ~~(6) to divert or change all or part of watercourses;~~
 - ~~(7)~~(6) to provide or conserve water supply for domestic, industrial, recreational, agricultural, or other public use;
 - ~~(8)~~(7) to provide for sanitation and public health; and regulate the use of streams, ditches, or watercourses to dispose of waste;
 - ~~(9)~~(8) to repair, improve, relocate, modify, consolidate, and abandon all or part of drainage systems within a watershed district;
 - ~~(10)~~(9) to control or alleviate soil erosion and siltation of watercourses or water basins;
 - ~~(11)~~(10) to regulate improvements by riparian property owners of the beds, banks, and shores of lakes, streams, and wetlands for preservation and beneficial public use;
 - ~~(12)~~(11) to provide for hydroelectric power generation;
 - ~~(13)~~(12) to protect or enhance the water quality in watercourses or water basins; and
 - ~~(14)~~(13) to provide for the protection of groundwater and regulate its use to preserve it for beneficial purposes;
- and
- (14) to otherwise manage and protect surface waters and groundwaters for any beneficial purpose.

History

50 years of watershed history

- Since 1969, the Riley Purgatory Bluff Creek Watershed District has partnered with its communities to protect, manage and restore local water resources.
- Partnerships are imperative, and in the past have been strained from time to time

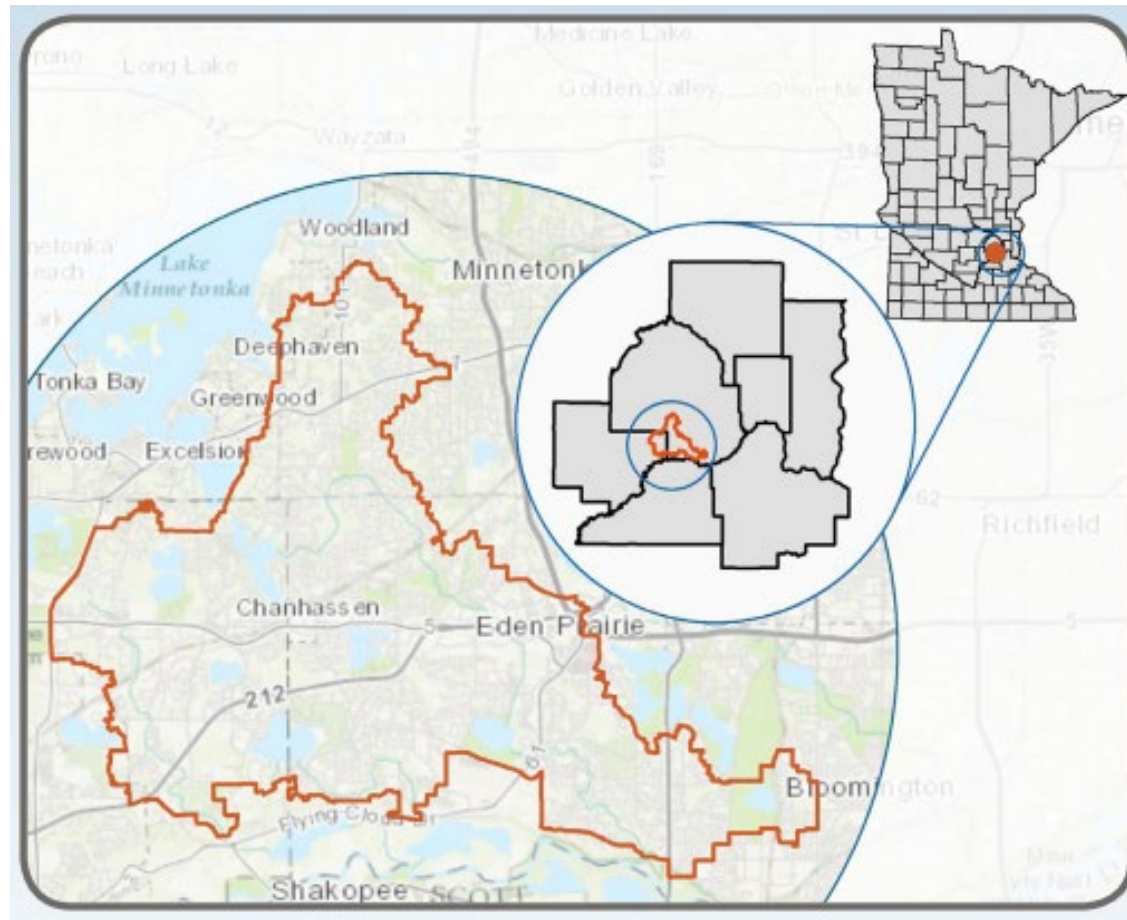




Organizational Structure

Who We Are

- It was established on July 31, 1969, following a petition by local property owners on Duck Lake specifically to address flooding issues
- Over the years, the District's goals have evolved to meet additional goals



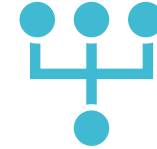
RPCBWD Structure



The Riley Purgatory Bluff Creek Watershed District (RPBCWD) has boundaries based on the watersheds of Riley, Purgatory, and Bluff creeks. The District was established on July 31, 1969, by the Minnesota Water Resources Board acting under authority of the Watershed Law. Learn more about the [history of the RPBCWD](#).

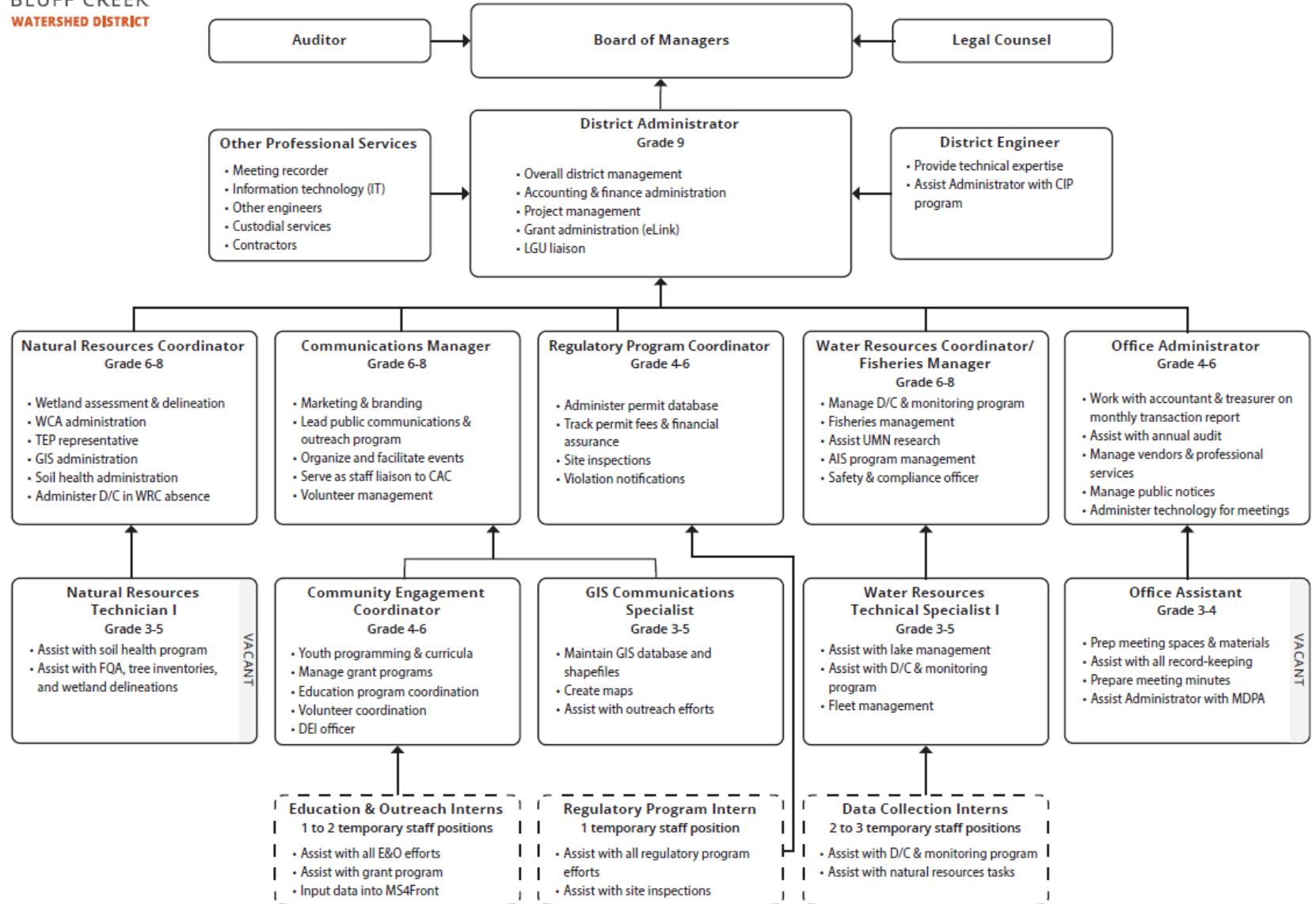


Five [Board of Managers](#) govern the District with policies, procedures and bylaws established by the [Governance Manual](#). General operations of the district are performed by [professional staff](#) led by an administrator. Managers are advised by the [Technical Advisory Committee](#) (TAC) and [Citizens Advisory Committee](#) (CAC).



The RPBCWD Board of Managers maintains three subcommittees, each made up of two board managers who in turn provide recommendations to the full board. The [Governance Committee](#) oversees additions and changes to RPBCWD's governance manual and currently meets on a monthly basis. The [Personnel Committee](#) meets as needed to discuss personnel matters such as staffing needs and benefits. The [Audit and Finance Committee](#) meets as needed to discuss financial policies or the annual audit process.

Organizational Chart





Roles and Responsibilities



Five Board of Managers govern the District with policies, procedures and bylaws established by the Governance Manual.



General operations of the district are performed by professional staff led by an administrator.

Board and Staff

Board Responsibilities: Set Policy and Govern

Board Members:

- **Policy Development:** Participates in the development and approval of district policies, goals, and strategic plans.
- **Budget Authority:** Approves annual budget and major spending items
- **Contracts:** Enters into legal contracts on behalf of the District
- **Liaison:** Acts as a liaison between constituents and the larger organization
- **Committee Participation:** Serves on committees or task forces as needed to address specific issues or projects within the district.
- **Oversight and Evaluation:** Monitors and evaluates the performance of the district's Administrator
- **Advocacy:** Advocates for the interests and priorities of the watershed district in local, regional, and state contexts

Board President Responsibilities

President :

Leadership: Provides leadership and direction for the Board, ensuring effective governance of the district

Meeting Oversight: Presides over all board meetings, ensuring they are conducted efficiently and in accordance with the bylaws and Robert's Rules of Order

Agenda Setting: Works with the Administrator to develop meeting agendas

Decision-Making Facilitation: Ensures all voices on the board are heard, and ensures a smooth, effective meeting cadence.

Representation: Authorized to speak on behalf of the District. Sign and deliver contracts approved by Board.

Executive Committee Responsibilities

Vice- President:

Support Role: Assists the President in their duties in the absence of the President, including signatory

Leadership Development: Prepares to assume the role of President in the future, ensuring continuity in leadership.

Treasurer:

Financial Oversight: Monitors the financial health of the district, including reviewing financial statements and budget reports.

Budget Preparation: Works with the Administrator to develop and oversee the district's budget.

Financial Reporting: Presents financial reports to the Board and ensures transparency in financial matters.

Secretary:

Record-Keeping: Ensures accurate recording of meeting minutes and maintains official records of the Board's activities – signs resolutions and minutes

Communication: Manages correspondence on behalf of the Board and ensures that all communications are documented.

Staff Responsibilities

Each staff member at the Riley Purgatory Bluff Creek Watershed District contributes effectively to the organization's mission of sustainable watershed management and community engagement.

- **Leadership:** Provides overall leadership and direction for the district's operations and staff.
- **Strategic Planning:** Develops and implements the strategic plan in alignment with the Board's goals.
- **Board Liaison:** Serves as the primary liaison between the staff and the Board of Managers, providing regular updates and reports.
- **Financial Management:** Oversees day to day expenditures of board approved budget and financial planning, ensuring fiscal responsibility and transparency.
- **Policy Implementation:** Ensures that policies and decisions made by the Board are implemented effectively.
- **Community Outreach:** Represents the district in the community and with external stakeholders, fostering partnerships and collaboration.

Staff/Board Relationships

Board of Managers

- Set Policy and Govern
- Financial and Contractual Matters
- Manage Performance and Outcomes of Administrator

Administrator

- CEO of Organization
- Lead Board through Strategic Planning and Policy Development
- Liaise between Board and rest of staff
- Accountable to Board

Staff:

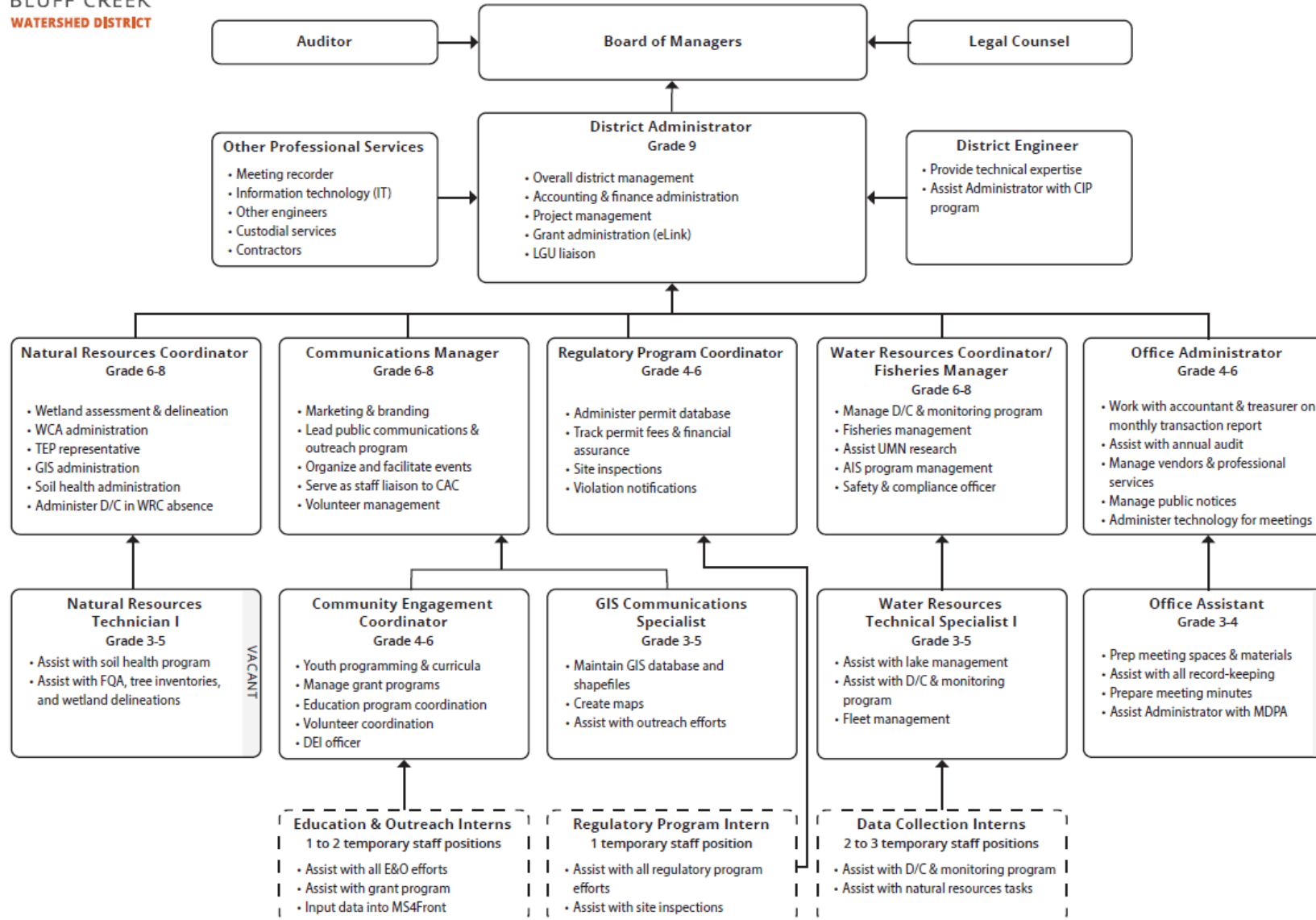
- Implement the Direction and Values of the Organization
- Provide policy and program recommendations to the Board, as subject matter experts

Tools for Communication and Feedback

- **Regular Meetings:** The Board holds regular meetings where the Administrator provides updates on district operations and project progress. These meetings facilitate two-way communication and ensure alignment between the Board's strategic direction and staff activities.
- **Reports and Documentation:** Staff prepare reports and documentation for the Board, providing detailed information on project outcomes, financial status, and other key metrics. These reports help the Board make informed decisions.
- **Workshops and Retreats:** Periodic workshops or retreats may be held to foster deeper collaboration and strategic planning between the Board and staff, allowing for more extensive discussion and joint problem-solving.

Organizational Chart

DRAFT





Questions



Keys Components of Governance

Cadence of a Business Meeting

1. Call to order
2. Approval of agenda and minutes
3. Report Items (no action needed)
4. Consent agenda
5. Business Items
 - Staff introduction and recommendation
 - Clarifying questions
 - Motion, second
 - Call for Discussion and opinions
 - Vote
6. Discussion Items (no action needed)
 1. Future items
 2. Clarification on policy direction
7. Adjournment

Other Key Components

- Open Meeting Law (Minnesota Statutes Chapter 13D) requires public bodies to meet in open session unless otherwise permitted and provide meeting notices to the public
- Board President runs the meeting as they see fit
- Use of “call the question”

Operations of Meeting

Decorum and Expectations:

- **Respectful Communication:** Members should address each other respectfully, avoid interrupting, and speak through the chair.
- **Orderly Conduct:** Members must follow the established agenda and rules of order to maintain a structured and efficient meeting.
- **Equal Participation:** All members have an equal right to participate in discussions and decision-making.
- **Attention to Procedure:** Members should be familiar with Robert's Rules of Order and adhere to these procedures during the meeting.
- **Preparation:** Members are expected to come prepared, having reviewed any materials or reports in advance.

Key Principles of Robert's Rules:

- **Order and Fairness:** Ensuring meetings are conducted in an orderly and fair manner.
- **Majority Rule with Minority Rights:** Decisions are made by majority vote, but minority opinions are respected.
- **Clear Procedures:** Established procedures for making decisions, handling motions, and conducting debates.



Questions



Breakouts and Share out

3 groups of 4

Why did you choose to become a
Manager?

What's one foundational value you
hope for this body of people?



Next Steps

Watershed Management Plan

- Document that guides all of the watershed district's partnerships, projects, policy, programs and engagement
- Updated every 10 years
- Completion due by 2027 – takes 1 to 2 years



Planning for the Next Ten Years

2018-2027

Prepared for
Riley Purgatory Bluff Creek Watershed District

July 11, 2018

Citation:
RPBCWD 2018. Planning for the Next Ten Years
2018-2027

Minnesota Board of Soil and Water Resources Approval: June 27, 2018*

Riley Purgatory Bluff Creek Watershed District Adoption: July 11, 2018*

*See Appendix H

Next Steps



Tonight's Convening
-October 17, 2024



Board Retreat,
Foundational Values and
Mission, Vision, Values
Exercise
November 21 & December

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Plan Update Process
Begins
– March 2025