

RESOLUTION NO. 25-017

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT
BOARD of MANAGERS

Setting Policy for Processing Manager Per Diem Claims

Manager _____ offered the following resolution and moved its adoption, seconded by Manager _____ :

WHEREAS Minnesota Statute 103D.315, Subd. 8 establishes that managers may be compensated for meetings and other necessary duties at a per day rate;

WHEREAS section II paragraph d of the General Governance Policies section of the RPBCWD Governance Manual states that “the administrator will provide for monthly recordkeeping and payment of manager per diems”;

WHEREAS at the January 30, 2025, meeting of the Audit and Finance Committee, the members, citing the inefficiencies and opportunities for the introduction of error with the current system directed the Administrator to bring forward a resolution to the full board a single, uniform system of per diem administration and record keeping;

WHEREAS RPBCWD currently uses an online record keeping system from Associated Payroll Services to track staff time;

WHEREAS the managers already are subject to this system for their per diem reimbursements making labor to migrate to the APS system minimal;

NOW THEREFORE BE IT RESOLVED that RPBCWD Board of Managers hereby authorizes the Administrator to work with Associated Payroll Services to fully set-up accounts for each manager so they may enter their time into the application for per diem claims;

BE IT FURTHER RESOLVED that the managers will, upon adoption of this resolution, or as soon as the application may be made functional for the managers, use the APS application for submittal of all per diem claims;

BE IT FURTHER RESOLVED that the administrator, or their designee will create a tutorial for the managers on the use of the APS system;

BE IT FINALLY RESOLVED that the administrator is directed to work with each manager to enroll them in a direct deposit of per diem reimbursements to the financial institution account of the managers choosing to be paid on the 1st and the 15th of each month;

The question was on the adoption of the resolution and there were ___ yeas and __ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
CRAFTON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DUEVEL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NELSON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PEDERSEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZIEGLER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the chair declared the resolution adopted, February 5, 2025.

* * * * *

I, Jill Crafton, secretary of the Riley-Purgatory-Bluff Creek Watershed District, do hereby certify that I have compared the above resolution with the original thereof as the same appears of record and on file with the District and find the same to be a true and correct transcript thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand this ____ day of _____, 2025.

Jill Crafton, Secretary