RESOLUTION NO. 23-025

RILEY-PURGATORY-BLUFF CREEK WATERSHED DISTRICT BOARD OF MANAGERS

RESOLUTION APPROVING ADMINISTRATOR WORKPLAN FOR 2023-2024

Managerseconded by Manager _	offered the following resolution and moved for its adoption, which was:								
WHEREAS the Riley Purgatory Bluff Creek Board of Managers, at a special meeting held on January 26, 2023 for the purpose of reviewing the performance of the administrator, directed the administrator to prepare a work plan for their consideration; and									
WHEREAS the RPBCWD Board of Manager, upon provision of the work plan at their March 1 2023 regular meeting, referred the review and edit of the work plan to the Personnel Committee and									
	WD Personnel Committee and moved to recommend								
	plan, as modified by the I gular meeting on April 12,		as provided to the Board						
Bluff Creek Watershed	BE IT RESOLVED that to District hereby approves to neeting of the Board of M	he administrator work p							
The question was on the follows:	e adoption of the above res	solution and there were	yeas and nay as						
CRAFTON DUEVEL KOCH PEDERSEN ZIEGLER	YAYS	NAYS	ABSTENTION						
Upon vote, the preside	ent declared the resoluti	on adopted.							
Dated: April 12, 2023									
DUEVEL KOCH PEDERSEN ZIEGLER Upon vote, the preside	ent declared the resoluti		ABSTERTION						

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I, Dorothy Pedersen, Secretary of the Riley-Purgatory-Bluff Creek Watershed District Board of Managers, 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, 2023.
Dorothy Pedersen, Secretary

	GOAL	MEASURABLE OUTCOME	MEASURABLE OUTCOMES OC 92	MEASURABLE OUTCOMES OC 83	MEASUFABLE OUTCOMEZ	RESOURCES NEEDED RESOURCES	BUDGET IMPLICATIONS BUDGET IMPLICATIONS
					0.00	NEEDED RESOURCES	
ø	Continue to develop annual budget in a timely manner, providing several opportunites for public and BOM input.	Provision of preliminary budget at June BOM workshop	Provision of balanced preliminary budget with comments of the BOM incorporated at August BOM workshop	Hold public hearing for budget on or before the December meeting of the BOM	Budget submitted to County Treasurer by the December deadline	Computer, MS365 Office Apps	Minimal: Staff time, MS365 subscription, consultant time
	Continue to assist independent audit firm in annual audit and submit necessary reporting to appropriate bodies.	Letters to SP, US Bank, and Barr	Materials uploaded to engagement folder	Completed audit submitted to county auditors	No findings	Computer and internet access. MS365 Office Apps	Minimal: staff time
	Engage Audit and Finance Committee in audit and budget throughout process	Meetings with A&F held	A&F recommendations made and conveyed to full BOM			Computer and Internet access. MS365 Office Apps	Minimal: staff time
ACCOUNTING BUDGETING	Project budget out for minimum of five years to ascertain future levies and potential budget shortfalls	Spreadsheet with linked tabs per fund line item	Revised implementation schedule reflecting past projects and projected opinions of cost	Actual costs to date incorporated into projections		Computer and internet access. MS365 Office Apps	Minimal: staff time
3 8	Maintain grant reporting in eLink Database	Meets interim and annual reporting deadlines	Takes training and demonstrates competance with web-based application	The second secon		Computer and internet access	tuff ton
8 5	identify available grants and maintain database of deadlines, match requirements,		rates training and section to the companion with wear-tonic appropriate				Staff time. Consultant time.
S a	and qualifying activities	Database of grants				Computer and internet access. MS365 Office Apps	Staff time. Consultant time. Moderate: staff time and grant
_	Organize WBIF Engage the Audit and Finance Committee to develop policies and practices to	Kick off meeting of partners	Identification of project for application	WBF awarded by BWSR to partners	Grant administrered on eLink	Staff time	match.
	Engage the Audit and Finance Committee to develop policies and practices to improve the efficiency of, and reduce the likelihood of error in the processing and payment of invoices and address emerging topics.	Matter enterferi				Computer with virtual meeting capabilities. MS365 Office Apps	Minimal: staff time
	Begin compiling policies into single manual to be provided to staff, managers, CAC, and website; identifying gaps to be addressed in future efforts	Policy Manual drafted and accesible				Computer, MS365 Office Apps, website editing capabilities	Minimal: staff time
GOVERNANCE							
	related to BOM matters and address emerging topics Review and suggest edits to Governance Manual on a timeline determined by Governance Committee	Policy Manual drafted and accesible				Computer with virtual meeting capabilities. MS365 Office Apps	Minimal: staff time
		Updated governance manual				Computer with virtual meeting capabilities. MS365 Office Apps	Minimal: staff time
Z.	Volunteer to serve on MAWD committees	Participation in MAWD committee Meeting held with staff defining their job duties and				None	Minimal: staff time
₹	Begin developing emergency contingency plan - back up	protocols. OneOrive or SharePoint folder containing materials sorted	Draft outline prepared			Computer and internet access. MS365 Office Apps	Minimal: staff time
G	Have single repository of governance materials per target audience	by audience				Computer and internet access. MS365 Office Apps	Minimal: staff time Moderate: purchase of hardware, staff time, pro services
	Assure secure storage of district electronic data	All staff have external handdrive	Policy drafted that inicudes storage redundancies, laptop and tablet policies, and sharing/access policies	Firewall installed and WiFi upgraded to current protocols	Anti-virus software installed and updated daily on all laptops	Hardware, anti-viral software, MS365 Office Apps.	staff time, pro services
ES	Develop staff training and resources to facilitate an inclusive and safe workplace	All staff will have individual workplans	Quarterly meetings with staff to take input	Involvement in DEI working group and application of things learned to 8PSCWD work environment		None	Minimal: staff time
3	Gain a fundamental knowledge of applicable state statute.	All staff will have individual workplans Acceptance to and enrollment in BSU graduate certificate program	Successful completion of coursework or seminars on human resources			Computer with virtual meeting capabilities. MS365 Office Apps. Access to course.	Moderate: cost of enrollment in course(s)
RESOURC	Engage Personnel Committee and address emerging topics. Begin developing an updated Personnel Handbook that is reflective of current work.	Participation in PC committee meetings	Repository of minutes, agendas, and materials			Computer with virtual meeting capabilities. MS365 Office Apps	Minimal: Staff time
Ä	Begin developing an updated Personnel Handbook that is reflective of current work environment and HR issues	Completed section on hybrid work policy	Completed section on DEI			Computer with virtual meeting capabilities. MS365 Office Apps	Minimal: Staff time
	Develop intitiatives to improve and maintain staff morale	Individual meetings held with each staff member at least quarterly	Blueekly staff meetings as a group to discuss intitiatives, needs, and synergy				
HUMAN	Develop an efficient and effective onboarding program for new employees	Development of onboarding packet including all requisite paperwork	Development of an onboarding schedule			Computer with virtual meeting capabilities. MS365 Office Apps	Minimal: Staff time
로	Maintain insurance and safety programs and policies.	Adequate coverage for assets, staff, and managers	CPR certification for all staff	Passing Fire Marshall inspection			
	Facilitate working relationship with community development departments of member cities	Letter from administrator sent to all community development directors of partner cities	Meeting held to introduce RFBCWD and the RFBCWD planning initiatives and projects to CDD.				Minimal. Saff time. Food and
	Facilitate engagement with parks, public works, planning, and public safety	Completion of flood hazard risk mapping and dissemination of findings to all parties.	and projects to CDU.			None	Minimal: Staff time. Completion of work
S	departments to eliminate barriers to interdepartmental collaboration. Incorporate nature based solutions for climate resilience into the 10-year watershed					None	Simificant: executed work order
PARTNERSHIPS	management plan	Beginning phases of EHAP completed				Computer with virtual meeting capabilities. MS365 Office Apps	with Barr. Staff time
SS	Work to align respective capital plans of cities and district Engage with city staff and city subcommittees to assist in the implementation of their	Meeting with all PW directors to discuss their CIP Memorandum reviewing the Green Step cities initiatives.	Technical memo of potential areas of alignment			Computer with virtual meeting capabilities. MS365 Office Apps	Minimal: staff time
Z	GreenStep cities initiatives.	and where RPSCWD goals and priorities align	Consideration of GreenSteps cities incorporated into ENAP workplan			Computer with virtual meeting capabilities. MS365 Office Apps	Minimal: staff time
A R	Work with Steve Christopher/Jennifer Mocol-Johnson (BWSR) to complete P-RAP Revise project prioritization metrics to consider nature based solutions and lessons	Partner List Technical memorandum of areas where NBS may be	Goals and Outcomes Review	Final PRAP Report	PRAP grant application submitted to BWSR	Computer with virtual meeting capabilities. MS385 Office Apps	Minimal: staff time Samificant: executed work order
8	learned upon completion of EHAP (2024)	incorporated	Completed EHAP			Computer with virtual meeting capabilities. MS365 Office Apps	with Barr. Staff time
	Continue to participate in MAWA and MAWD as practical	Attendence at MAWO, MAWA, and Metro-MAWD meetings	Report to SOM			Computer with virtual meeting capabilities. MS365 Office Apps	Minimal: staff time
PLANNING	Foster Relationships with Lake Associations	Lake Association Summit Held	Knowledge of LA. members	Section within LL Management Plan specific to community input		Meeting room space, food & refreshments, fact sheets	Moderate: staff & consultant. Printed mats. Refreshements
Ž	Work with BOM on strategic planning efforts to imporve interpersonal communications and work flow (PRAP recommendation)	Human Resources professional identified and hired to facilitate				None	Moderate: profesional services contract, staff time
7	Begin to develop a comprehensive, holistic plan that considers the impact of overall ecology on water resource protection - EHAP	See EHAP workplan				Field data, access to academic journals, Computer with virtual meeting capabilities. MS365 Office Apps	Significant: executed work order with Barr. Staff time
	Engage with TAC with water conservation issues and emerging topics.						
	Engage neighboring watershed organizations to identify potential partnerships						
	Find HR professional/job coach to aid me in developing my interpersonal and management skills.	List of potential candidates for review by Personnel Committee	Job Coach retained and administrator working with them			None	Moderate: profesional services contract, staff time
		Acceptance to and enrollment in BSU graduate certificate program	Successful completion of coursework public administration/management			Computer with virtual meeting capabilities. MS365 Office Apps	Moderate: cost of enrollment in course(s)
Z	and non-profit organizations Develop strong understanding of MN property tax system and budgetary implications	Successful completion of coursework or seminars on MN property tax law	and the second companies of conservoir pages, and an international management			Computer with virtual meeting capabilities. Access to courses	Moderate: cost of enrollment in course(s)
DEVELOPMENT	and requirements.		Successful completion of coursework or seminars on accounting principles and practices				course(s)
읩	Develop sound understanding of accounting principles Have a strong understanding of tax law, benefits, etc as it relates to employee	program Acceptance to and enrollment in BSU graduate certificate program	and practices			Computer with virtual meeting capabilities. Access to courses Computer with virtual meeting capabilities. MS365 Office Apps. Access to course.	Moderate: cost of enrollment in course(s)
조	compensation Be able to evaluate staff performance in a manner that aids them in developing their	program Acceptance to and enrollment in BSU graduate certificate				course. Computer with virtual meeting capabilities. MS385 Office Apps. Access to course.	
PROFE	acid to best benefit them and the district	Acceptance to and enrollment in BSU graduate certificate program Acceptance to and enrollment in BSU graduate certificate program	Successful completion of coursework or seminars on human resources			course. Computer with virtual meeting capabilities. MS365 Office Apps. Access to course.	course(s) Moderate: cost of enrollment in course(s)
8	Develop skill needed to handle difficult people calmly and professionally. Gain a knowledge of fundamental aspects of personnel administration. eg. salary	program Acceptance to and enrollment in \$5U graduate certificate	Successful completion of coursework or seminars on human resources			course. Computer with virtual meeting capabilities. MS365 Office Apps. Access to course.	course(s) Moderate: cost of enrollment in
	administration, position classification, performance appraisal, privacy, and Be able to apply various budget theories to the development of the district annual	program Successful completion of coursework or seminars on	Successful completion of coursework or seminars on human resources				
	budget	economics or public finance				Computer with virtual meeting capabilities. Access to courses	Minimal: staff time
	Lotus Lake Watershed Water Quality Improvement Project	Feasibility report drafted	Preliminary plans developed	Neighborhood listening sessions held	Cooperative agreement drafted and approved	Computer with virtual meeting capabilities. MS365 Office Apps	Significant: executed work order w/ Barr. SP & staff time
눋	Upper Riley Creek Stabilization and Ecological Enhancement	EAW submitted	Meeting(s) held	Cooperative agreement drafted and approved	Plans completed and RFPs advertised	Computer with virtual meeting capabilities. MS365 Office Apps	Significant: executed work order w/ Barr. SP & staff time
Æ	Upper Bluff Creek Stabilization and Wetland Rehabilitation Project	Meeting(s) held				Computer with virtual meeting capabilities. MS365 Office Apps.	Significant: executed work order w/ Barr. SP & staff time
MANAGEMENT	Wetland Assessment/Management Program	Strawman Model complete	Development of phase E metrics and sampling protocol	Presentation at MN Water Resources Conference and MAWO		Computer with virtual meeting capabilities. MS365 Office Apps. Soil sampling equipment. GPS. MPD	
Ϋ́	Ecosystem Health Action Plan	Work order provided to and approved by the BOM	TAP meetings held	Sections written		Computer with virtual meeting capabilities. MS365 Office Apps. Soil sampling equipment. GPS. MPD	Significant: executed work order w/ Barr. SP & staff time
	Lake Susan Park Pond Re-use Maintenance	Meeting minutes	work order	bid docs/bid tab	Operating system including remote warning system	Computer with virtual meeting capabilities. MS365 Office Apps	Significant: executed work order w/ Barr. SP & staff time
	Work with Water Resoucrces Coordinator on continuation of lake vegetation management including the AIS program	Vegetation survey(s) completed	Treatment areas and herbicide choice identified	REP's drafted and solicited	Agreements executed and application completed	Watercraft, GPS, MS365 Office apps,	Moderate: SP & staff time
PROJECT	Identify and assess new opportunities and partnerships for resource protection.	Meetings held					
P.		Memorandum of status					
	Review and assess Chapter 9: Implementation Plan of the Ten Year Plan Engage with Carver and Hennepin Counties to develop ground water conservation goals and Intiatives	Meeting held					
JRY	Assist Natural Resources/Permitting Technician in developing cooperative	Meeting held between RPBCWD staff and inspection staff of partner cities				None	Minimal: Staff time
	relationships with city inspection programs identify inefficiencies and gaps in regulatory program (to be done at completion of,		Communication plan developed inloude sharing of impection reports	Increased inspection frequency with minimal/no cost increases		NOTE	
REGULATORY	or at appropriate time during development of, EHAP.	Technical memorandum to the BOM Annual review of revenues and expenses generated				None	Minimal: Staff time, consultant time
걸	Have regulatory program be financial self-sustaining to the extent practicable Oversee Natural Resources/Permitting Technician in the development of a method	Annual review of revenues and expenses generated through the program	Adjustments to permit fee schedule as appropriate			None	Minimal: Staff time Minimal: Staff time, MS4Front
REG	for reporting inspection findings to all audiences	Inspection report form developed	Automated distribution through MS4 front application developed			Computer, internet, MS4 Front application	subscription, consultant time
	Oversee Education and Outreach staff in the development and implementation of						
STAFF SUP ERVISION	education and outreach program; proiding resources and guidance as needed.						
	Oversight of E&O staff in the development and implementation of the Cost Share and Watershed Stewardship grand program.						
SUP	Oversight of Data Collection program Oversight of WCA Administration						
	Oreragin or reconstitutionation						