

Governance Committee Meeting

June 3, 2022, 9:00 am

Virtual meeting via Zoom

Present:

Managers: David Ziegler, President
Larry Koch, Vice President

Staff: Terry Jeffery, Interim Administrator
Louis Smith, Attorney, Smith Partners

1. Call to Order

The regular governance meeting was called to order by President Ziegler at 9:01 am. The meeting was held via Zoom.

2. Approval of the Agenda

A tentative agenda created by Manager Koch was shared on the screen by Interim Administrator Jeffery. The approval of the agenda was moved to item number 2 on the agenda. Manager Koch moved to approve the agenda and President Ziegler seconded. The motion to approve the agenda passed 2-0.

3. Roll Call- attendance

Along with Managers Ziegler and Koch, Interim Administrator Jeffery and Attorney Smith were also present at the meeting.

4. Appointment of Chair of Meeting

Manager Koch moved to make President Ziegler chair of the meeting. President Ziegler seconded. Motion to appoint President Ziegler chair of the meeting passed 2-0.

5. Appointment of Secretary/Recorder of Meeting

President Ziegler noted that Interim Administrator Jeffery had volunteered to be the day's recorder as Staff Bakkum was unavailable. On that basis, President Ziegler moved to appoint Interim Administrator Jeffery as the Recorder of the meeting. Manager Koch seconded. Motion to appoint Interim Administrator Jeffery as Recorder of the meeting passed 2-0.

6. Reading and approval of minutes of last meeting

Manager Koch moved to waive the reading of the minutes and approve the minutes. President Ziegler seconded. The motion to waive the reading and approve the minutes passed 2-0.

7. Old Business:

7.1. Requests for Comments on Governance Manual- Status

Interim Administrator Jeffery noted that at least two CAC members expressed interest in providing comments on the governance manual. He explained that he will get their comments and disseminate to the committee either in a redlined document or individually. Manager Koch suggested that comments be funneled through the Interim Administrator and,

depending on volume, the committee can decide whether to go through the effort of redlining, etc. President Ziegler agreed that sounded workable and suggested a similar approach for staff comments. Interim Administrator Jeffery added that with two seasonal employees coming on recently, staff have help if necessary to collate and disseminate comments. President Ziegler inquired whether any comments have been received and Interim Administrator Jeffery said no. Interim Administrator Jeffery wondered whether setting up a Sharepoint folder specific to this for the governance committee to access would be okay. Attorney Smith agreed that made sense. Interim Administrator Jeffery elaborated that a shared folder could be made for staff and CAC to upload comments. Manager Koch suggested that a posting on the website that comments have been submitted would be a way for the public to view the submitted comments. Interim Administrator Jeffery noted that hopefully something will be set up before the next meeting.

7.2. Board of Managers Meeting – Agenda- Status

President Ziegler read aloud the current agenda setting protocol from the governance manual which reads as follows: “The agenda for meetings of the Board of Managers will generally follow the order and format set forth in Exhibit X, subject to revisions by the board as provided herein. Managers, staff, and public may submit items to be considered for inclusion for the proposed agenda. The administrator will prepare a draft for a proposed agenda and the President shall set the proposed agenda to be distributed with the meeting packet. The meeting agenda shall be set by majority vote at the board of managers [meeting]”.

Manager Koch spoke to previous discussion wherein it was proposed that people send in items, they're placed on the agenda, and then they're voted on at the meeting whether or not to be taken up. He commented that he believes this to be fair and will allow the managers to look at items in advance and decided whether to address a certain issue. President Ziegler agreed it would be simpler to have all requested items put on the agenda and for the board to vote on whether to address those items. Interim Administrator Jeffery noted that a standing meeting to set the agenda is planned to take place the Thursday or Friday before the board packet goes out and that if managers could have suggested items submitted by that time, it could be included on the proposed agenda. There was discussion regarding the logistics of this process. Manager Koch commented that he would like to see the process more fleshed out, but that he believes there is a general consensus on how to approach the agenda. Interim Administrator Jeffery proposed that a file with links to materials could be created and posted on the website for governance meetings the same way as is done for regular meetings.

7.3 Website- Status

Interim Administrator Jeffery commented that work on the new website is moving full steam ahead and that he would like to be able to roll it out in August. He suggested having the website be a topic at the August board workshop as July will be too busy with the budget. Manager Koch noted that it would be helpful to have a mockup of the website available soon for constructive comments. Interim Administrator Jeffery commented that while a mockup wouldn't be totally populated with all the linked documents, he could make it available to the managers and it could be within the next board packet.

7.4. OneDrive folders- Status

Interim Administrator Jeffery reiterated that Sharepoint is a safer platform in terms of cybersecurity and that folders could be set up for each committee. He stated that Imagine IT services agreed with that assessment and that they also proposed bringing in an outside consulting firm to

launch a larger project which would cost the district around five figures. Interim Administrator Jeffery commented that his communication to Imagine IT was that we would attempt to create a shared folder system in-house and go to IT for any further technical advice. He stated that he will create a default setting within the folders that can be manipulated, and that setup would occur the following week.

7.5. Notice of Work Shops

Manager Koch commented that he was concerned about the irregularity of the noticing of workshops and that he would suggest having fixed notices for the workshops and if the board doesn't have anything to discuss, the workshop can be cancelled. He expressed that he feels this is the best way to keep the public informed. Manager Koch continued that the board could be proactive going forward in making its schedules around holidays so that the schedule doesn't have to be adjusted later. Interim Administrator Jeffery commented that the work sessions are already posted on the calendar but that they could be struck though if they need to be cancelled. He noted that change can be made to the calendar.

8. New Business

8.1. Location of and catalogue of District policies and procedures

Manager Koch stated that he is unaware of where to find various district policies and he would like to see a place where the policies can be accessed by the public, apart from policies which aren't necessarily the public's business in which case they can request them. Manager Koch noted that having such a place would save time and effort. Interim Administrator Jeffery commented that within the online library, a subcategory could be created which contains policies and procedures. Manager Koch also discussed in detail how having such policies easily available would enable staff to ensure smoother transitions in turnover and provide guidance in the case of absent staff.

Interim Administrator Jeffery noted that the district uses Iron Mountain as a repository for document storage and prompted Attorney Smith as to whether there was a policy on how long the district should keep documents in-house before sending to Iron Mountain and what gets sent there. Attorney Smith noted that there is a record retention schedule which affirms categories of retaining information though it doesn't say where things can be kept. He continued that much of it can be kept electronically so there's only a small group of documents where you need to keep original hard copies, convenience of real estate being one example. Attorney Smith stated that the decision of when to store it off-site is a pragmatic one and the district could have a policy about it, but the key is tracking what kind of documents you need to retain as original hard copies as opposed to electronic ones.

Manager Koch commented he would like to embellish the retention schedule to include language about when and where and how to store documents and to get as much as possible stored electronically which would minimize the cost of Iron Mountain. Manager Ziegler said that seemed reasonable. Manager Koch suggested district staff work with Smith Partners to create a list of must-keeps. The logistics of efficient, less expensive file storage were discussed.

9. Member Report

Manager Koch noted that the state of Minnesota has made courses available online and potentially in-person regarding data practices and that some of those might deal with what files to keep versus not. He said he feels that part of governance would be for everyone to know as much as they reasonably can about certain appropriate laws and rules. Manager Koch also commended Staff Bakkum for her

work on the meeting minutes. Interim Administrator Jeffery commented that an idea being kicked about is that of a part-time office assistant that could record board minutes. Manager Koch agreed that the district must be efficient, and he also noted that from a personal perspective, he wants to be sure that district staff are being appropriately compensated given the current economic future.

10. Adjourn

Manager Koch moved to adjourn the meeting and President Ziegler seconded. The motion to the adjourn the meeting passed 2-0. The meeting adjourned at 9:52 am.