

Riley-Purgatory-Bluff Creek Watershed District

Governance Committee Regular Meeting

December 9, 2022, 9:00 AM

Pursuant to Minnesota Statutes section 13D.021, the RPBCWD president has determined that, because of the COVID-19 pandemic, it is not prudent for the board of managers to meet in person. Consistent with this policy, the Governance Committee will conduct its December 9, 2022, regular meeting by web-based video conference beginning at 9:00 AM.

Members of the public wishing to attend the meeting may do so by accessing the [Virtual Meeting via ZOOM with the following link:](#)

Tentative Agenda

1. 9:00 AM Call to Order Action
 - 1.1 Remote meeting – Minn. Stat. §13D.021 - COVID-19 Pandemic – Zoom mtg
2. Roll call - attendance Action
 - 2.1 David Ziegler via zoom
 - 2.2 Terry Jeffery via zoom
 - 2.3 Larry Koch via zoom
 - 2.4 Legal
 - 2.5 Other
3. Appointment of Secretary/Recorder of Meeting Action
4. Approval of the agenda Action
5. Reading and approval of minutes of last meeting Action
6. Old Business:
 - 6.1 Comments on Governance Manual – Status Discussion/Action
 - 6.1.1 Sharon McCotter

- 6.2 Board of Managers Meeting -Agenda - Status Discussion/Action
 - 6.2.1 TJ to provide summary of process
- 6.3 Board of Managers Meeting – Minutes Discussion/Action
 - 6.3.1 Process
 - 6.3.2 7-10 days deadline
 - 6.3.3 circulation and consolidation of changes
- 6.4 Website - Status Discussion/Action
 - 6.4.1 Link from notice
 - 6.4.1.1 Not specific enough
 - 6.4.1.2 Not just to the library
 - 6.4.2 Functions not working
 - 6.4.3 Need the tool for comments
 - 6.4.4 Add tab for committees?
- 6.5 OneDrive folders - Status Discussion/Action
 - 6.5.1 TJ to provide link
- 6.6 Location of and catalogue of District policies and procedures Discussion/Action
 - 6.6.1 Ledger of resolutions
 - 6.6.1.1 Make available on web site with hotlink to the resolution
- 6.7 Workshop on Governance, laws etc.. Discussion/Action
 - 6.7.1 TJ and staff to consider
- 6.8 Calendar Discussion/Action
 - 6.8.1 TJ to consider bring forward
 - 6.8.2 Sharepoint tool?
- 6.9 Recordings of meetings Discussion/Action

- 6.9.1 Tj to look into recording all
- 6.9.2 Personnel
- 6.9.3 CAC?
- 6.10 Document management system Discussion/Action
- 6.10.1 Rules and statutes required efficiently organization
- 6.10.2 TJ to look into Laserphish
- 6.10.2.1 L
ak to send contact info for legal consultant - done
- 6.11 Open meeting law – Discussion/Action
- 6.11.1 Copy of documents available
- 6.11.2 TJ to look into how to get posted and requirement for presenters to provide in time to post
- 6.12 Board packet deadline – close of business on 3rd business day before ? Discussion/Action
- 6.13 Electronic prep, signature and mailing of checks Discussion/Action
- 6.13.1 TJ to check with legal and US Bank
- 6.13.2 Need to update the GM accordingly if change
- 6.14 Disaster Preparedness Plan Discussion/Action
- 6.15
- 7. New Business: Discussion/Action
- 7.1 Fiscal policies and procedures Discussion/Action
- 7.2 In person meetings Discussion/Action
- 7.3 Data requests Discussion/Action
- 7.3.1 log
- 7.3.2 number with data –

7.3.3 staff to prepare draft for review

7.3.4 policy

7.3.4.1 procedure

7.3.4.2 timelines

7.3.4.3 coordination of MDPA and 103D.315 (general rule of construction; legislature presumed to know how to make exceptions, override or subordinate

7.3.4.4

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| 7.4 | Rules review and revision | Discussion/Action |
| 7.5 | Project contracts | Discussion/Action |
| 8. | Member Report | Discussion/Action |
| 8.1 | Terry Jeffery | |
| 8.2 | David Ziegler | |
| 8.3 | Larry Koch | |
| 8.4 | Legal | |
| 9. | Adjournment/Continuance | Action |