

MEETING MINUTES

Riley-Purgatory-Bluff Creek Watershed District

October 2, 2024, RPBCWD Board of Managers Work Session

PRESENT:

Managers: Jill Crafton, Treasurer
Tom Duevel, Secretary
Bonnie Nelson
Dorothy Pedersen, President
David Ziegler, Vice President

Staff: Liz Forbes, Communication Manager
Terry Jeffery, District Administrator
Josh Maxwell, Water Resources & Fisheries Manager
Dylan Monahan, Administrative Assistant
Scott Sobiech, Barr Engineering

Other Attendees: Jennifer Dullum, BWSR
Larry Koch*

*Note: *Attended virtually.*

1. Call to Order of Board of Managers Regular Monthly Meeting

1 President Dorothy Pedersen called to order the Wednesday, October 2, 2024, Board of
2 Managers Workshop at 5:00 p.m. at the District Office, 18681 Lake Drive East,
3 Chanhassen, Hennepin County, Minnesota.
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2. Governance and Strategic Planning

5 Administrator Terry Jeffery introduced the workshop topic of governance and strategic
6 planning.
7 Manager Jill Crafton talked about the leadership of the Izaak Walton League and noted that
8 Ray Haik, former President of the Izaak Walton League, wrote the Watershed Act. Manager
9 Crafton explained the infrastructure of the District. She described her experience over her
10 years as a RPBCWD manager. She provided some history of the District as a functioning
11 governmental unit and about the District's relationships with various agencies and member
12 cities. Manager Crafton commented on the importance of relationships and the importance
13 of the Board being on the same page about the direction in which it wants the District to
14 move.

15 Jennifer Dullum of the Minnesota Board of Water and Soil Resources (BWSR) introduced
16 herself and described her role at BWSR.

17 Administrator Jeffery displayed the slide presentation “Governance Manual Update –
18 October 2, 2024.” He said the Governance Manual will be on the Board’s November
19 meeting agenda for discussion and on the December meeting agenda for adoption. He went
20 through the Governance Committee’s proposed revisions to the District’s Governance
21 Manual.

22 The Board agreed with the proposed Schedule of Activities language that the Administrator
23 would present the draft budget no later than the Board of Managers August regular meeting.
24 Regarding the form of the District’s financial statement, Manager Tom Duevel commented
25 that neither the Board nor the Audit and Finance Committee is ready to recommend a final
26 form. Manager Crafton said a cash flow report is needed. Manager Duevel agreed, adding
27 that without a cash flow statement the Board cannot make decisions beyond a couple of
28 months. He said he thinks the managers’ role in reviewing the financial reports needs to be
29 fleshed out as well.

30 President Pedersen said she appreciates the summary format Scott Sobiech uses to show
31 where the money goes for each project. She said it would be helpful to have something
32 similar to look at for all the District’s projects as well as a similar overall summary for the
33 annual total budget. Administrator Jeffery suggested calling an Audit and Finance
34 Committee meeting to discuss all of these items.

35 Regarding setting the Board’s annual meeting calendar, the managers agreed it could be set
36 in December instead of at the January Board meeting. President Pedersen suggested the
37 Board set a regular time and day each month for a possible back-up meeting.

38 Administrator Jeffery asked the Board to think about, and for discussion at the Board and
39 staff retreat later this month, how it wants to procedurally function as a body, including
40 running its meeting.

41 Regarding access for in-person document inspection at the District office for no cost, the
42 managers and Administrator Jeffery noted that next year District could consider drafting for
43 next year’s Minnesota Waters annual meeting a resolution on updating the state statute
44 requiring access to in-person document inspection.

45 Administrator Jeffery reported the District’s Investment and Depository Policy was
46 reviewed at the August 22, 2024, joint meeting of the Audit and Finance Committee and
47 Governance Committee. He said the review concluded the District’s investment policy
48 comports with state law and that some changes could be made to further clarify the
49 separation of duties. Administrator Jeffery said the cash flow statement, once such a report
50 begins to be created and furnished to the District, could be used by the Administrator and
51 Treasurer to inform investment decisions that they could jointly make, which would then be
52 reported to the Board.

53 Manager Duevel said any new process would need to be consistent with the District’s other
54 financial statement requirements and process. He stated that requiring the Administrator to
55 confer with the Treasurer means the Administrator is working with a subset of the Board to

56 handle something that needs immediate attention or has a time constraint, but the process
57 should be consistent with all other ways the District handles money.

58 Louis Smith said the proposed changes to the Governance Manual will be included in the
59 Board packet for the November Board meeting and the Board will be considering the
60 proposed changes and taking action on the changes at the Board's December meeting.

61 Administrator Jeffery noted the District's current 10-year Watershed Management Plan
62 expires July 11, 2027. He displayed a spreadsheet with a general schedule of the District's
63 10-year plan planning process and suggested a timeline to have the plan adopted by
64 December 2026. Administrator Jeffery went through the overall schedule, starting at the
65 Board's November 2024 meeting with a notice of intent to update the Plan.

66 Administrator Jeffery said he wants the managers' input into the plan update process and the
67 plan so that the updated plan reflects the direction the Board wants the District to head in.
68 He said he would like the District to do the plan in-house but engage facilitators.

69 The managers and staff talked about stakeholder engagement and input. President Pedersen
70 shared an idea of how to collect input online and noted the District's volunteer recognition
71 activity is a good place to gather input. She also shared ideas about past experiences
72 gathering community input at a pop-up at a food shelf and a farmer's market. Liz Forbes
73 described mini-focus groups that each manager could lead with community organizations,
74 such as neighborhood groups and lake associations.

75 Administrator Jeffery said he would like to provide planning process updates at every Board
76 of Managers meeting.

77 The workshop ended at 6:27 p.m.

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Respectfully submitted,

Tom Duevel, Secretary