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## MEMORANDUM

**TO:** Minnehaha Creek Watershed District  
Board of Managers and Administrator

**FROM:** Louis Smith

**DATE:** April 25, 2016

**RE:** Proposed Amendments to Governance Policies

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At the Board retreat on April 7, 2016, the Board of Managers directed that amendments be prepared to the Governance Policies. Specifically, the Board directed that legal counsel prepare an amendment authorizing the Administrator to spend up to \$10,000 with the approval and signature of the Board President. The Board also reviewed Policy #4: Board - District Administrator Relationship, and directed that the policy remain with the current role for the Executive Committee, but that the language of the policy be updated to reflect the current personnel structure and the explicit procedure for approval of new full time equivalent positions.

In preparing these two draft amendments, we noted that the Governance Policies contained the old Mission Statement that was replaced by the Board on January 28, 2016. Accordingly, the attached proposed amendments include this change.

Please do not hesitate to let me know if you have any questions.



# Minnehaha Creek Watershed District

## Mission Statement Vision, Mission, Guiding Principles, and Goals Adopted ~~10/31/02~~1/28/16

~~The Minnehaha Creek Watershed District is committed to a leadership role in protecting, improving, and managing the surface waters and affiliated groundwater resources within the District, including their relationships to the ecosystems of which they are an integral part, through regulation, capital projects, education, cooperative endeavors, and other programs based on sound science, innovative thinking, an informed and engaged constituency, and cost effective use of public funds.~~

### Vision

A landscape of vibrant communities where the natural and build environments in balance create value and enjoyment.

### Mission

We collaborate with public and private partners to protect and improve land and water for current and future generations.

### Guiding Principles

**Partnership** - We seek to understand the goals of others so that we can meaningfully integrate our work to add broader value to the community.

**Innovation** - We are flexible and creative in our approach and strive for continuous improvement.

**Excellence** - We commit to work that achieves outstanding results and honors our partners.

**Sound Science** - We are a trusted source of scientific data and analyses that provide the foundation for wise decisions.

**Service** - We are responsive and accountable to our communities and careful stewards of public funds.

### Goals

**Water Quality** – To preserve and improve the quality of surface and ground waters.

**Water Quantity** – To manage the volume and flow of stormwater runoff to minimize the

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# Minnehaha Creek Watershed District

impacts of land use change on surface and ground waters.

**Ecological Integrity** – To restore, maintain, and improve the health of ecological systems.

**Thriving Communities** – To promote and enhance the value of water resources in creating successful, sustainable communities.

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# Minnehaha Creek Watershed District

## POLICY #2: EXECUTIVE LIMITATIONS

### STAFF TREATMENT

With respect to treatment of paid and volunteer staff, the District Administrator may not cause or allow conditions, which are illegal, inhumane, unfair, or undignified.

Accordingly, s/he may not:

1. Violate the guidelines contained within the ~~board approved~~ *Employee Handbook*.
2. Prevent staff from appealing to the MCWD board when internal grievance procedures have been exhausted, if the employee alleges that he/she has been harmed because:
  - a. board policy has not been followed or
  - b. board policy does not adequately protect his/her human rights.

# Minnehaha Creek Watershed District

## POLICY #6: EXECUTIVE LIMITATIONS

### ASSET PROTECTION

With respect to proper stewardship of MCWD's assets, the District Administrator may not risk losses beyond those necessary in the normal course of business. Accordingly, s/he may not:

1. Fail to insure against theft and casualty losses to at least 80 percent replacement value.
2. Fail to insure against liability losses to MCWD, its board members, or its paid or volunteer staff beyond commonly accepted practice.
3. Fail to maintain a current written inventory of assets, at least quarterly, verified by an annual physical inventory.
4. Subject property and equipment to improper wear and tear or insufficient maintenance.
5. Fail to properly protect valuable data in accordance with board-approved plan.
6. Dispose of any assets valued over \$1,000 unless authorized by the MCWD Board of Managers.
7. Buy or sell any goods or services (other than employment) from or to employees.
8. Unnecessarily expose MCWD, its board or staff to claims of liability.
9. Purchase any real estate or easements on real estate unless authorized by the MCWD Board of Managers.
10. Make any purchase greater than \$10,000 without the signature of the Board President, or any purchase greater than \$5,000 on the administrator's signature alone.
11. Fail to establish and maintain controls that meet the board-appointed auditor's standards for receiving, processing or disbursing funds.
12. Exceed designated limits for per diems and other expenses as defined in the *Employee Handbook*, Manager Per Diem and Expense Policy and Public Purposes Expenditures Policy.
13. Fail to invest operating capital in compliance with applicable state law and the MCWD Investment and Depository Policy.
14. Award purchases or other contracts to family members or significant others, business associates, or board members (or organizations associated with family members or significant others, business associates, or board members), without notice and prior approval of the MCWD board.
15. Make any capital purchase over \$25,000 without obtaining written quotes or competitive bids or purchase any professional service in excess of \$25,000 without obtaining written quotes or bids or without utilizing a Qualification Based Selection process.

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# Minnehaha Creek Watershed District

## POLICY #4: BOARD-DISTRICT ADMINISTRATOR RELATIONSHIP

### PERSONNEL MANAGEMENT, ADDING FULL-TIME POSITIONS AND HIRING OF DEPARTMENT HEADS/DISTRICT STAFF

The District administrator manages personnel and the human resources function of the organization. New full-time equivalent positions usually will be created and hired pursuant to a departmental work plan and budget that have been reviewed and approved by the Board of Managers. New full-time equivalent positions may be created and hired outside of the workplan approval process only with the approval of the Board of Managers. The administrator is responsible for hiring individuals to fill existing and new staff positions, except that the following procedures shall be used to hire for director positions; Department Heads (MCWD grade level 6 or greater or as defined in the most current Salary Structure).

1. The Board of Managers Executive Committee shall be notified of Department Head/director-vacancies.
2. The Executive Committee will advise the administrator on whether a director position should be filled through promotion or transfer of current staff or posted. The administrator will consider and respond to the Executive Committee's comments prior to filling a director position by promotion or transfer of current staff.
3. When a director position is posted, the following procedure will be followed:
  - The position will be posted on web sites and/or in publications with wide distribution.
  - The District Administrator and/or personnel consultant shall review all applications and conduct preliminary interviews of qualified candidates.
  - The Executive Committee will interview the top three or four candidates recommended by the District Administrator and/or consultant and will make a recommendation to the Board of Managers on appropriate steps and the appropriate forum for further consideration of candidates.
  - The District Administrator will consider the recommendation of the Executive Committee and board interviews, application materials, etc. and forward an offer to the candidate that he or she determines best qualified and suited to the position.
  - The successful candidate will be introduced to the Board at the first possible Board meeting after hiring.

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