**MEETING DATE: July, 27, 2017** TITLE: Recommendation for Revised Board and Committee Meeting Structure RESOLUTION NUMBER: 17-047 PREPARED BY: Lars Erdahl **TELEPHONE: E-MAIL:** lerdahl@minnehahacreek.org **REVIEWED BY:** ⊠Administrator □ Counsel □ Program Mgr. (Name):\_ ☐ Board Committee ☐ Engineer **WORKSHOP ACTION:** ☐ Advance to Board mtg. Consent Agenda. □ Advance to Board meeting for discussion prior to action. ☐ Refer to a future workshop (date):\_\_\_\_\_ ☐ Refer to taskforce or committee (date):\_\_\_\_\_ ☐ Return to staff for additional work. ☐ No further action requested. ☐ Other (specify): \_\_\_\_\_

PURPOSE or ACTION REQUESTED: Update Board of Managers Meetings and replace standing committee meetings with Work Sessions, to be scheduled prior to each of the two monthly Board Meetings.

PROJECT/PROGRAM LOCATION: Board Meetings and Work Sessions to take place at the Minnehaha Creek Watershed District offices at 15320 Minnetonka Boulevard, Minnetonka, MN 55345

PROJECT TIMELINE: Implement starting in September 2017

PROJECT/PROGRAM COST: N/A

Fund name and number:

Current Budget:

Expenditures to date:

Requested amount of funding:

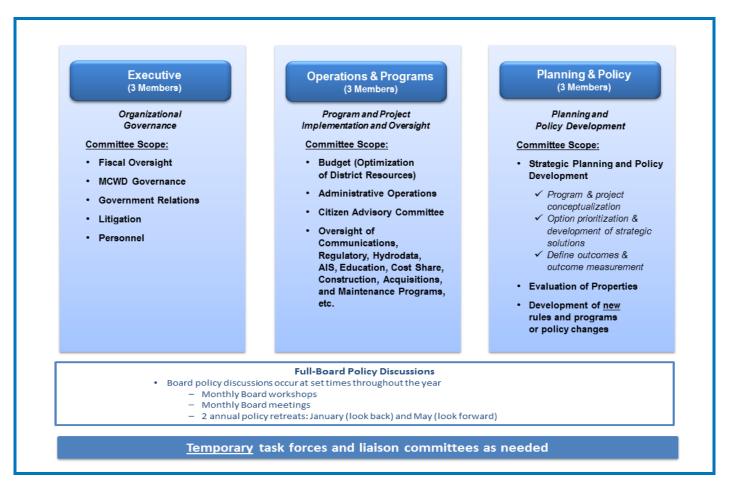
Is a budget amendment requested?

Is additional staff requested?

PAST BOARD ACTION: Board adopted committee and meeting structure in 2013 as described below.

## **SUMMARY:**

The Board's Committee meeting structure was an item of discussion item at the April 27, 2017, Policy and Planning Committee and again at the July 13, 2017 Board Workshop meeting. In 2013, the work of the several committees of the Board was consolidated into three committees: Executive, Operations and Programs, and Policy and Planning. The three committees and their relationship with the Board were as follows:



The way in which the Board and its committees conduct their business has evolved away from this model. Whether to retain or change the committee structure has been discussed at Board retreats and, from comments at the April 27 meeting, its value remains a question. The current practice, generally:

• The Board really has two regular meetings a month. The Board workshop (the second Thursday of the month) is intended to provide background information and discussion that sets the stage for Board action at its regular monthly meeting (the fourth Thursday of the month). No action items should be scheduled for a workshop, but in practice action started to be taken on minor or time-sensitive matters for the District to be nimble and efficient in getting work done. At present, any item that is ready for Board action placed on the workshop agenda, and the distinction between the Board's workshop and regular meetings has largely been erased. The one constant is that the Board approves payment of claims at its

regular meeting at the end of the month.

• The Policy and Planning Committee (PPC) has been meeting twice a month for some time as the District has focused work to meet the 2017 deadline to update its Comprehensive Water Resources Management Plan, and has also undertaken the District's strategic planning. As these policy matters have been of interest to non-PPC members, all or nearly all Board members have been attending the PPC meetings. In essence, PPC meetings have become Board workshops where all can become informed, direction can be given, and no action is taken.

- The Operations and Program Committee (OPC) rarely meets outside of the budget season, and then these meetings are held jointly with the PPC as the budget is a policy area that involves all Board managers. Here, too, the joint meetings function as Board workshops where all can become informed, direction can be given, and no action is taken.
- The Executive Committee comprised of the Board's president, vice-president, and treasurer, meets quarterly or as needed. Its scope includes the items listed in the table above.

One philosophy with a committee structure is that with a functional focus, Board members can develop in-depth knowledge and expertise that can better inform, guide, and benefit the whole Board. As the meeting structure has evolved, Board managers have shown an interest to be involved and participate in all matters coming to the Board for action, not just those to which go with their Committee assignment.

Holding a committee meeting prior to the Board workshop or regular meetings has generally been viewed positively by Board managers and staff. The 4:30 p.m. start time does pose some difficulties for some managers to attend these meetings consistently.

	RESOLUTION
RESOLUTIO	N NUMBER: <u>17-047</u>
TITLE:	Recommendation for Revised Board and Committee Meeting Structure

**NOW, THEREFORE, BE IT RESOLVED** that the Minnehaha Creek Watershed District Board of Managers adopts the following meeting schedule effective starting in September 2017.

- Two regular Board Meetings will be scheduled each month on the second and fourth Thursdays, with meetings scheduled to start at 7:00 p.m. The monthly payment of claims will take place at the second meeting of the month.
- Work Sessions, replacing committee meetings, will take place prior to each Board meetings and will be scheduled to start at 5:00 p.m. These Work Sessions will be presided by the Board of Managers President and the agendas will cover issues that have in the past come before the Operations and Programs Committee and the Planning and Policy Committee.
- The Executive Committee will continue to function as it currently does, with meetings scheduled quarterly and as needed.

	nager, seconded by Manager	•
Motion to adopt the resolution	nays,abstentions. Date:	
	Date:	
Secretary		