

# Memo

**To:** MCWD Board of Managers  
**From:** President Sherry White  
**Date:** October 19, 2015  
**Re:** Liaison Appointment Request

In accordance with the attached MCWD Board of Managers governance liaison policy and procedures, I am requesting Board approval to participate on the Wayzata Lake Effect: Signature Project Steering Committee, in a liaison capacity.

The Steering Committee will meet approximately four times between now and April 2016, as described in the attached invitation from Mary DeLaitre, the Lake Effect Project Consultant.

My invitation to sit on the Steering Committee follows from participating in the Design Team Selection Committee, which completed its work in August 2015.

Renae Clark, Planner – Project Manager, will sit on the Technical Advisory Committee for this same project.

MINNEHAHA CREEK WATERSHED DISTRICT  
BOARD OF MANAGERS

Liaison Policy and Procedures

*Adopted November, 2009; amended November 20, 2014*

The Board of Managers establishes the following policy and procedures to establish relationships and provide Board representation as needed with outside entities to foster improved communications and relationships to help further the District's efforts to protect and improve the water resources under its jurisdiction. Examples of where liaisons might be appointed include liaisons to other governmental units or special groups, such as neighborhood associations, critical resource groups, elected officials or nonprofits in geographical areas where the MCWD has defined projects or programs as established by approved annual work plans or by direction of the Board of Managers.

**Goals:**

- To improve communications with outside entities that have the potential to impact the mission and water resource goals of the MCWD.
- To develop or improve relationships with elected officials and facilitate communication about District activities and programs and their implications, help ensure the success of specific projects and programs, and generally garner support for the District's efforts.
- To monitor the progress of mutually beneficial programs and partnerships, and provide input and active support as needed.
- To enable the early identification of problems or concerns raised by liaison entities and foster proactive and effective discussions and actions to resolve such issues and avoid more serious implications that might otherwise result.
- To foster the early identification of developments or opportunities where timely action by the MCWD could benefit the goals of the MCWD.
- To represent the District in other situations determined the Board of Managers to warrant dedication of a board liaison.

**Procedures and Restrictions:**

1. Requests to establish a liaison relationship with an outside entity must be submitted to the Board President and may originate as a request from an outside entity, a member of the Board of Managers, a standing Board committee or MCWD staff. Requests must demonstrate need and at minimum should include the following:
  - What/Who is the other entity, what does it do, and what is the nature of the relationship suggested?
  - What are the potential benefits of the proposed relationship to the MCWD and the accomplishment of its goals?
  - What MCWD activities might be affected by the relationship and to what end?

- Is there a risk of negative impacts to the MCWD and its programs?
- What are the expectations and timeframe of the liaison relationship?
- What costs and obligations would be incurred by the MCWD?

2. In general, liaison appointments will be made at the same time appointments are made by the Board President to committees, but may be made at other times of the year. Any Manager may propose a liaison assignment at any time by presenting to the entire Board the reasons for the liaison and the goals for the assignment. District staff should consider the need for a Board liaisons when developing work plans and make recommendations for programs and projects where Board representation may enhance the development and outcomes of a project relative to District's mission and goals.

- a. Ultimately, the Board of Managers will determine if a Manager, or more than one Manager, should be assigned, whether an alternate is desirable, and what the goals and restrictions of the assignment should be.
- b. On a decision to appoint by the Board of Managers, The President will appoint a liaison or liaisons.

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3. All liaisons will be responsible for reporting their activities and all pertinent information and outcomes to the Board at the next regularly scheduled Board meeting following their participation in liaison activities.
4. Liaisons will not represent positions of the Board, unless they have been formally acted upon in the form of a resolution approved by a majority of the Board at a regularly scheduled meeting.