

MEMORANDUM

TO: Board of Managers
FROM: Liz Forbes
DATE: March 17, 2022
RE: Approach to Review of Governance Manual

At their March 4 meeting, the Governance Committee discussed three options (Adobe Document Cloud, Pastel web-based commenting tool, and Microsoft Word) for gathering feedback on the Governance Manual.

The group concluded:

- The best option for gathering **public comments** would be to upload a PDF of the Governance Manual to **Adobe Document Cloud**. An option would also be provided for a person to request a Word version of the document and use the “track changes” feature to mark it up. The revised document would then be emailed back to District staff.
- The best option for **Managers** would be for them to individually use the “track changes” feature of **Word** and submit to staff.

After closing of the commenting period, District staff would compile comments from the public and Managers. PDFs of each set of comments would be made available.

An overview of the advantages and disadvantages to the two approaches is provided below.

For the Public: Adobe Document Cloud

Try it out: <https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:47e369a6-39e9-48ab-8635-d142b117fcf3>

Advantages

- Web-based and easily shareable by link
- Personal links could be created for each manager to avoid conflict with open meeting laws (staff can do this)
- Can create a separate link for public commenting (comments visible to everyone using link)
- Comments can be exported as a PDF file and saved elsewhere such as OneDrive
- Approach will be familiar to users of MS Word
- Diverse commenting options: comment bubbles, underline text, cross out text, highlighting, drawing
- User can sign in as “guest” without creating an account

Disadvantages

- Requires basic technology know-how
- May get messy with a large number of comments

For Managers: MS Word – Track Changes

Advantages

- Document shared as email attachment (no need for online upload)
- No conflict with open meeting laws as each manager views/comments on their own version of the document

Disadvantages

- Public may not have access to MS Word
- Less easily distributed to public: will have to download document from website or send request to staff to email document
- Can get messy if user is not clear with in-text edits
- Proposed edits to text may be missed if user “accepts changes”
- Some users may not be familiar with text tracking tools/options
- May require juggling of many documents if multiple public commenters submit edits/comments

RESOLUTION NO. 22-024
Riley-Purgatory-Bluff Creek Watershed District
Board of Managers

Affirming approach for gathering input on the Governance Manual

Manager _____ offered and Manager _____ seconded the following resolution and moved its adoption:

WHEREAS at its March 2022 regular meeting the Riley-Purgatory-Bluff Creek Watershed District Board of Managers directed staff to prepare a set of options for gathering feedback on the Governance Manual;

WHEREAS at its March 2022 governance meeting the Governance Committee of Riley-Purgatory-Bluff Creek Watershed District discussed options and selected an approach to present to the Board of Managers;

NOW THEREFORE BE IT RESOLVED that the RPBCWD Board of Managers affirms the approach to use Adobe Document Cloud for collecting public input and the track changes feature of Microsoft Word for gathering Manager input on the Governance Manual.

The question was on the adoption of the resolution and there were ____ yeas and ____ nays as follows:

Yea **Nay** **Abstain** **Absent**

CRAFTON
KOCH
PEDERSEN
ZIEGLER

Upon vote, the president declared the resolution _____, on this 6th day of April, 2022.

* * * * *

I, Dorothy Pedersen, secretary of the Riley-Purgatory-Bluff Creek Watershed District, hereby certifies that I have compared the above resolution with the original thereof as the same appears of record and on file with RPBCWD and find the same to be a true and correct transcription thereof, and further that the resolution is in full force and effect on this date, and Resolution 22-024 has not been modified, amended or rescinded since its adoption.

IN TESTIMONY WHEREOF, I set my hand this ____ day of _____, 2022.

Dorothy Pedersen, Secretary

DRAFT