

Governance Committee Meeting

July 13, 2022 9:00 am

Virtual meeting via Zoom

Present:

Managers: David Ziegler, President
Larry Koch, Vice President

Staff: Terry Jeffery, District Administrator
Louis Smith, Attorney, Smith Partners
Amy Bakkum, Office Administrator

1. Call to Order

The regular governance meeting was called to order by President Ziegler at 9:00 am. The meeting was held via Zoom.

2. Roll call- attendance

Attorney Smith conducted a roll call and both Managers Ziegler and Koch were present. Administrator Jeffery and Office Administrator Bakkum were also in attendance.

3. Appointment of Chair of Meeting

Manager Koch moved that President Ziegler be chair of the meeting and for this appointment to be permanent. President Ziegler seconded the motion. The motion to make President Ziegler the permanent chair of governance committee meetings carried 2-0.

4. Appointment of Secretary/Recorder of Meeting

Manager Koch moved that either Administrator Jeffery or Staff Bakkum act as the recorder of the meeting depending on who is present, and President Ziegler seconded. The motion carried 2-0.

5. Approval of the agenda

A proposed agenda was shared onscreen. Manager Koch noted that it was effectively the same as the prior months with most items being a status report. President Ziegler voted to approve the agenda as written, followed by Manager Koch. Approval of the agenda passed via a unanimous vote.

6. Reading and approval of minutes

As the minutes had been provided earlier in the board packet, Manager Koch moved to waive the reading of the minutes and moved to approve the minutes. President Ziegler seconded the motion. Motion to waive the reading and approve the minutes carried 2-0.

7. Old Business

7.1 Requests for Comments on Governance Manual

Administrator Jeffery updated the committee that comments were received from CAC member Sharon McCotter and that Staff Maxwell and CAC Chairman Aller had indicated their interest in commenting as well. Administrator Jeffery said that he has asked everyone to provide comments by the end of August so that the committee has time to review and react to them. President Ziegler indicated that the other managers will likely have input as well. Manager Koch commented that reminding the CAC that the committee is open to comments would be appropriate and that while it can take time to review all the comments, the current timeline still probably makes sense.

7.2 Board of Managers Meeting- Agenda

President Ziegler reiterated prior discussion wherein it was discussed that having the CAC chair or vice chair at agenda setting meetings would help foster communication between the CAC and the board. Attorney Smith was prompted for his opinion on whether that would be appropriate. He responded that it is fine to have a CAC member present at that meeting. Manager Koch commented that when they approach considering actual changes to the manual, he would like to flesh out the process and timeline for setting the agenda, making sure that the public is aware of this so they can submit a request to be on the agenda in a timely manner. Administrator Jeffery was prompted for his comments and he noted that currently, he, President Ziegler, and Attorney Smith meet for a standing meeting the Thursday prior to the board meeting to set the agenda. He suggested that the Monday or Tuesday prior to the board meeting could act as the deadline for having items submitted in time for the President to review and set the agenda.

This segued into a discussion about the logistics of how and when permit applicants submit their applications for consideration at a board meeting. It was noted that while a rule regarding a hard deadline for permit applications already exists, it may require some clarification so that applicants understand that things need to be done by X date

or it doesn't go to the board for approval. Manager Koch expanded on this point by discussing the possibility of having permit applicants pay for the cost of holding a special meeting if they were unable to make the earlier deadline and requested a special meeting. When prompted, Attorney Smith noted that such a mechanism is a common provision in watershed district rules. Administrator Jeffery noted that the automatic response that permit applicants receive after applying could be updated to include a list of frequently asked questions along with the hard deadline to submit materials.

7.3 Website- Status

Administrator Jeffery commented that the website has been updated to show the governance committee's materials similar to how the board materials are shown. The new website will have a more robust page for the governance committee as well. He noted that the new website would ideally be rolled out by the end of summer, with something sent to the managers in August to view and the authorization to go live in September. Manager Koch commented that he would like to see the website before its scheduled approval to have adequate time to provide any appropriate tweaks. Administrator Jeffery stated he would speak with Staff Forbes and get a clearer timeline soon.

7.4 OneDrive folders- Status

Administrator Jeffery commented that staff are working towards a standard folder structure and naming convention and utilizing SharePoint as much as possible as those folders are not tied to individual accounts. He noted that more memory may be necessary but that the expenditure for this would be something around a \$100 increase a year. Manager Koch inquired whether SharePoint folders could be used for data requests and Administrator Jeffery confirmed that individual data request folders could be set up within SharePoint.

7.5 Location of and catalogue of District policies

Administrator Jeffery noted that he has begun pulling together District policies and procedures and will migrate them over to the new website once the governance page is developed. From there, he said, we can decide what needs to be added, updated, or amended. Administrator Jeffery stated he would email the catalogue of policies to the committee prior to the SharePoint being set up so they could begin looking at them. Manager Koch clarified that by using SharePoint we could specify who has access to what documents and Administrator Jeffery confirmed that yes, SharePoint could assist in that manner.

8. New Business

There was no new business to report.

9. Member Report

Manager Koch spoke to a discussion regarding the timing of board minutes to CAC members. He recalled that it was either formally or informally adopted that the goal was to have the draft minutes available to the CAC one week after the meeting and before the CAC meeting. Manager Koch noted that upon review, it can be decided whether it is an appropriate action to put in the governance manual. There was discussion between President Ziegler and Attorney Smith about a previous instance in which a CAC member inappropriately leaked information to the public. It was noted that the best practice would be to clearly mark draft minutes as “draft” such that it is clear they have yet to be approved by the board. This led into further discussion about current practices regarding minutes including the fact that draft minutes will never include the details of a closed session and that meeting recordings are noted as to which include closed sessions.

10. Adjournment/Continuance

After a 2-0 vote, the meeting was adjourned at 9:37 am.