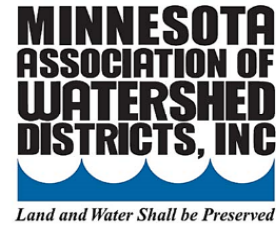


Minnesota Association of Watershed Districts (MAWD) Board of Directors Meeting

September 26, 2022 via Zoom



1. CALL TO ORDER

President Vavra called the meeting to order at 8:12 a.m. A quorum was present.

MAWD Board (Board) Members present: Ruth Schaefer, Jeff Gertgen, Linda Vavra, Mary Texer, Peter Fjestad, Jackie Anderson, and Gene Tiedemann

Board member absent: Wanda Holker

Others present: Jan Voit, MAWD Interim Executive Director (ED); Ray Bohn, MAWD Lobbyist; and Tina Carstens, Minnesota Association of Watershed Administrators (MAWA)

2. GENERAL HOUSEKEEPING

Agenda

Director Texer made a motion to approve the agenda. Director Fjestad seconded the motion and it carried unanimously.

Member Comment Period

No MAWD members were present to address the Board.

Secretary's Report

Director Schaefer made a motion to approve the minutes of the August 23 meeting. Director Texer seconded the motion and it carried unanimously.

Treasurer's Report

Director Anderson explained the finance report through August 2022. She reminded the directors to submit their expense reports no later than October 5 to allow the auditor time to finish the FY22 financial report.

- Checking: \$20,188.38
- Savings: \$204,763.40
- Total: \$224,951.78

Director Texer moved to accept the treasurer's report. This was seconded by Director Anderson and the motion carried unanimously.

3. UNFINISHED BUSINESS

ED Position Description

Interim ED Voit explained her idea to have the ED position description based on Strategic Plan (Plan) priorities and having the Plan cover a 10-year period comparable to the timeframe for a watershed plan. MAWD Lobbyist Bohn presented his thoughts regarding the ED position description and the draft Strategic Plan. Discussion was held regarding short- and long-term priorities being based upon the Plan, Plan Committee ownership, the prioritization process, having a year-long interim ED position, the need for a comprehensive job description to accurately reflect expectations, determining characteristics of the hired individual to lead the organization, whether the Plan adoption should be postponed, and explaining the process that will be followed to the members at the annual conference.

President Vavra made a motion to have the Plan Committee review the revised Plan based on member input and choose their top two priorities for each goal of the plan. The priorities will be presented to the MAWD Board at their October meeting. Director Anderson seconded the motion and it carried unanimously.

Director Texer made a motion to table publishing the position description. Director Fjestad seconded the motion and it carried unanimously.

4. NEW BUSINESS

MAWD Board Vacancy

David Ziegler submitted a request to be appointed to the interim position on the MAWD Board that was recently vacated by Sherry Davis White. Director Anderson made a motion to appoint David Ziegler to the vacant Region 3 position. Director Texer seconded the motion and it carried unanimously.

2023 MAWD Program Manager Contract

Maddy Bohn has served as Program Manager for the past five years. In that role, she plans and coordinates the Legislative Event and the Annual Conference. She also does the social media posting, website management, and other administrative items as needed. Because she does the planning and coordinating of MAWD events, it is important to have her also provide that service for the Summer Tour. Director Anderson made a motion to accept the 2023 MAWD Program Manager contract, removing the word “virtual” from the legislative event and adding the MAWD Summer Tour. Director Schaefer seconded the motion and it carried unanimously.

MAWD Communications

Discussion was held regarding providing agendas and meeting packets directly to MAWD members and providing newsletters to members, non-members, and state agencies, the importance of letting non-members know about MAWD activities to regain membership, and that a dues-driven organization needs to distinguish services for members versus non-members.

Director Schaefer made a motion to send agendas and meeting packets to the active membership and to provide newsletters to administrators and managers of member and non-member organizations and appropriate agencies. Director Anderson seconded the motion and it carried unanimously.

MAWD Website Redesign

Interim ED Voit explained that a review of the MAWD website shows that there are many facets that need attention including, but not limited to, committees, about watersheds, the MAWA section, legislative advocacy, and policy topics. She and the MAWD Program Manager have been provided conflicting information about what can be posted on the website.

A newer version of our current website platform has been released at no cost. There will be associated costs for the MAWD Program Manager to manually build a new site. The MAWD Program Manager will charge her hourly rate to rebuild the site for a price not to exceed \$1,000. This cost is considerably less than hiring a professional website developer.

Director Fjestad made a motion to approve redesigning the website. Director Tiedemann seconded the motion. The next step will be to develop an outline of the items that will be updated. The Program Manager and Interim ED will review the website monthly and update as needed. The motion carried unanimously.

MAWD Annual Conference Non-Member Registration Fee

At the Events Committee meeting, discussion was held regarding having a separate fee for non-member watershed districts and watershed management organizations, as well as having a discounted rate for members. Discussion was held regarding whether the non-member fee should be larger than an additional \$100.

Director Schaefer made a motion to approve the non-member registration and language as follows: if you are an organization that could be a MAWD member, but have chosen not to, the cost is \$150 for the pre-conference workshops, \$250 for Friday and Saturday, or \$400 for all access. Director Fjestad seconded the motion and it carried unanimously.

MAWD Annual Conference Non-Member Promotion

At the Events Committee meeting, discussion was held regarding opportunities to entice non-members to become members. Director Anderson made a motion to provide one free all access pass to the MAWD Annual Conference for non-member watershed districts (WDs) or watershed management organizations (WMOs) with pre-paid 2023 dues. Director Fjestad seconded the motion and it carried unanimously. The non-member organizations will be targeted. A marketing campaign will be developed.

Letter to the Board of Water and Soil Resources (BWSR)

In March of 2022, a letter was drafted to BWSR regarding the relationship with MAWD and seeking to enter mediation. This document was sent to the Board for review and comment. The Interim ED also discussed the content with the BWSR ED and the MAWD representatives on the BWSR Board. The document was revised, reviewed by legal counsel, and distributed to MAWD representatives and the Board. Discussion was held regarding the need to discuss the letter with the BWSR ED before it is sent to the BWSR Board and Soil and Water Conservation District capacity funding. The letter will be revised to include the capacity funding issue and sent to the Board before it is sent to the BWSR Board.

Director Schaefer made a motion to approve adding the financial inequity issue, discussing the letter with the BWSR ED, and sending the letter to the entire BWSR Board. The motion was seconded by Director Anderson and it carried unanimously.

5. REPORTS

President's Report

President Vavra reported on returning phone calls and emails, interactions with the Interim ED and MAWD Lobbyist, Interim ED contract, working with Bremer Bank regarding signature authority, the Drainage Work Group, Red River Watershed Management Board meeting, and upcoming meetings.

Interim Executive Director

Interim Executive Director Voit provided an update on communication, legislative coordination, state agency advocacy, events, and education, MAWD committees, member interactions, weekly updates, and upcoming commitments.

Discussion was held regarding the timeframe for paying dues. The MAWD fiscal year is October 1 to September 30. It would be better if the dues payments aligned with the fiscal year. This subject will be included as a discussion item at the Finance Committee meeting.

MAWD Committees

Finance

Director Anderson reported that a meeting will be scheduled soon.

Strategic Plan

Director Texer reiterated that a meeting will be held on October 6.

Legislative

Director Anderson reported that the Legislative Committee will meet on September 29.

Events

No meeting is scheduled.

Resolutions

President Vavra explained that the Resolutions Committee will meet on October 11.

Partner Reports

MAWA

Tina Carstens reported that MAWA met during the Summer Tour. They are planning a meeting in November. The staff training at the MAWD Annual Conference will focus on human resources. The MAWA Executive Committee is working on the agendas for all these meetings. MAWA is appreciative of the extension for comments on the draft Plan. They have been working with administrators to encourage comment submission. She also explained that she gave a presentation on the draft Plan to the Prior Lake-Spring Lake Watershed District. They also discussed membership and the annual conference.

Discussion was held regarding non-member interaction. The list of non-member watershed districts and watershed management organizations was presented. It was suggested that directors target discussions with the non-members in their respective regions. Discussions should include the benefits of collaborating with other watershed-based entities, networking and sharing information, and the actions taken to improve the website and communication.

Confirm Next Meeting Date

The next Board meeting is scheduled for October 24 at 8:00 a.m. via Zoom.

6. ADJOURNMENT

Director Texer made a motion to adjourn the meeting at 10:06 a.m. Director Fjestad seconded the motion and it carried unanimously.

Ruth Schaefer, Secretary