

Workshop Meeting
South Washington Watershed District
Wednesday, October 6, 2010
6:00 p.m.
Woodbury Public Works Building
2301 Tower Drive, Woodbury, MN

1. Call to Order and Setting of Agenda

Manager Lavold called the meeting to order at 6:02 p.m.

Roll Call:

Jack Lavold - President

Denny Hanna – 1st Vice President

Brian Johnson – 2nd Vice President

Mike Madigan – Treasurer

Don Pereira - Secretary

Staff:

Matt Moore, SWWD Administrator, Melissa Imse, Administrative Assistant

Others:

None.

2. Review of Existing Policies and District By-Laws

- The Managers reviewed the following list of existing policies:
 - Employment Practices
 - Salary and Wage Administration
 - Employment Benefits-The Managers would like to contact with the Washington County Commissioners to see if it is possible to have SWWD participate in the County's health benefit plan.
 - Legal and Ethical Behavior
 - District Cell Phone Policy
 - Record Retention Policy
 - District Public Data Request Policy
 - Accounting Policies and Procedures
 - District By-Laws- The Managers made suggested revisions to the By-Laws to include current SWWD policies and Minnesota State Statues 103.D for watershed Districts. Staff will make the changes and forward them onto Mr. Jack Clinton for review.
 - District Watershed Management Plan and Rules
 - BMP Cost Share Grant Policy

3. SWWD Policies to Consider

- The Managers directed staff to put together more information on the policies list below for review:
 - Public Hearing Procedure
 - Annual Fiscal Budget Procedure
 - District Insurance Coverage

- District Hiring Policy
- Stormwater Utility Charges Procedure
- Manager Appointment Process
- Conflict of Interest
- District Administrator Roles and Responsibilities
- Resolution Procedure
- Compensation for Volunteers
- Pay Equity and Salary Survey to Employee Handbook
- Code of Ethics
- Public Education Policy
- Website
- Converting Vacation and Sick Time to Paid Time Off (PTO)
- Tennessee Warning Notice
- Veterans Preference

4. **SWWD Per Diem Policy**

- The Managers discussed how individual per diems are being calculated. The Managers directed staff to review other per diem policies and bring back to the Managers for review.

5. **Standing Board Committees**

- Staff has created a SWWD policy review schedule. The Managers reviewed the schedule and SWWD Board Committees.
- A motion was made by Manger Johnson to adjourn at 7:55 p.m. Manger Hanna seconded. Motion carried unanimously.

Respectfully submitted,



Melissa Imse, Administrative Assistant

Approved By:



Mr. Donald Pereira, Secretary



Date