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BCWMC 11-16-16
Appendix C available online

Bassett Creek Watershed Management Commission



POLICY MANUAL

2016 DRAFT

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Appendices:

Appendix A. Roles and Responsibilities Document

Appendix B. Records Retention Policy

Appendix C. Data Practices Act Procedures

References (not included)

- A. Bassett Creek Watershed Management Commission Watershed Management Plan, September 2015
- B. Local Cooperation Agreement Between the Department of the Army and City of Minneapolis
- C. Mississippi WMO Joint and Cooperative Agreement for Boundary Change
- D. BCWMC Bylaws
- E. BCWMC Joint Powers Agreement

1 Introduction

The Bassett Creek Watershed Management Commission's (BCWMC) strategic management review in 2008 by Springsted, Inc. showed that a Policy Manual would facilitate consistent implementation of current governance and operational policies. In addition, this manual clearly documents policies and procedures for new BCWMC Commissioners and Technical Advisory Committee members. This document is the result of the Board's request for a manual that collects those policies in one place.

The foundation documents for the BCWMC are:

- Minnesota Statute 103B.201
- 1993 BCWMC Joint Powers Agreement
- 2001 revised BCWMC Bylaws
- the BCWMC Watershed Management Plan

This manual will be reviewed annually and updated as necessary. Within 60 days of adoption, this manual will be submitted to the Office of the State Auditor in compliance with Minnesota Statutes section 6.756, as will any revisions when adopted.

2 INTERNAL GOVERNANCE POLICIES

2.1 Board Member Interaction with Commission Consultants

Policy: All consultants to the Commission will work under the direction of the Administrator except for legal counsel and auditors who have a professional responsibility to the BCWMC. Consistent with this professional responsibility, Commissioners will endeavor to keep the Administrator and/or Commission Chair informed of conversations and other written communication with consultants as appropriate to facilitate the coordination of Commission activities.

Description: In order for the Commission to function as a cooperative entity and avoid contradictory assignments, it is necessary for the Administrator and/or Commission Chair to be kept informed of communications with consultants.

Applicable funding: Not applicable

Adopted:

Citation:

Strategies to implement policy:

1. In order to comply with Open Meeting law requirements, Commissioners will route communications with other Board members through the Administrator.
2. Commissioners will bring suggestions, requests and recommendation for consultant assignments and preparation of work products to the Commission for approval and assignment.

3. Individual Commissioners are encouraged to seek information and explanations, especially on upcoming agenda items, from consultants, but will exercise judgment to ensure such requests are reasonable in scope and number, and that substantial costs are not incurred in complying with such requests.
4. Individual Commissioners may not request the preparation of work product or substantial expenditures of time/effort by consultants to the Commission without authorization. The Chair, at her/his discretion, may request preparation of work product when necessary to expediently pursue the Commission's business, subject to the policies in this manual.
5. The Commission administrator must be made aware of upcoming requests for work product and studies from Commission consultants.

2.2 Guidelines for Consultant Services

Policy: Commission will establish clear guidelines which will allow the Commission and consultants to share the same expectations of duties and responsibilities.

Description: It is in the nature of the duties and responsibilities of the Bassett Creek Watershed Management Commission that the Commission's consultants (administrator, recording secretary, attorney, engineer, etc.) are sometimes called on to do work or provide services on behalf of the Commission when there is not an opportunity to secure prior authorization for the work by the Commission. These guidelines are intended to provide guidance to consultants in those situations.

Applicable funding: Not applicable

Adopted: May 2010

Citation: BCWMC Memo (Draft resolution, Item 4H, BCWMC Board agenda, April 15, 2010)

Strategies to implement policy:

1. When reasonably practicable, consultants will secure prior approval of the Commission for providing services to the Commission.
2. No prior authorization by the Commission is needed in the following circumstances:
 - a) Work or services included in the budget (if the budget for that item has not been exceeded).
 - b) Project reviews in response to applications received by the Commission.
 - c) Routine telephone calls or requests for information from Commissioners, member cities, government agencies, or citizens.
 - d) Responding to requests for information or assistance from member cities when services will not exceed \$2,000.
3. If the work or services ordered do not fall within the exceptions listed in strategy 2, above, the consultant will contact the Administrator for authorization to proceed. If the consultant is unable to contact the Administrator, the consultant may contact the Chair.

The Chair may give advice to the consultant as to whether to proceed with such work. The Chair may convene a meeting of the Executive Committee if, in the judgment of the Chair, such a meeting is warranted to decide whether to authorize the work.

4. The consultant may contact the Administrator for authorization to proceed at any time the consultant is in doubt about whether to proceed.
5. Budget exceedances must be approved by the Commission if they fall outside a \$2,000 limit.

2.3 Administrator Policies

Policy: The Administrator works at the direction of the Commission to assist the Board.

Description: The guide for the relevant policies pertaining to the Administrator will be governed by the contract between the Administrator and the Commission, as well as the Work Plan.

Applicable funding: Annual budget amount

Adopted: April 2010

Citation: BCWMC Administrator's contract

Strategies to implement policy: (See contract with BCWMC Administrator and Roles and Responsibilities Document in Appendix A)

2.4 Cities Responsibilities

Policy: The BCWMC has been a successful organization due to its leadership and the cooperation of the nine member cities. Cities have responsibilities to the BCWMC, as set by either the policies stated in the BCWMC Watershed Management Plan (WMP), the joint powers agreement, or BCWMC board actions.

Description: A key means by which the Commission works with cities is by working cooperatively to identify water quality improvement and flood control projects within the Commission watershed.

Applicable funding: Administrative fund

Adopted: 2004, Updated November 16, 2016

Citation: BCWMC Watershed Management Plan

Strategies to implement policy:

See 2015 Watershed Management Plan sections 5.2.1 (City Responsibilities) and Section 4.0 (Policies) and Roles & Responsibilities Document

~~1. **Technical Advisory Committee:** The BCWMC amended its bylaws in July 2001 to allow each member city to appoint a technical advisor to the BCWMC. This helped maintain continuity as the BCWMC transitioned to citizen leadership, and provided an important opportunity for continuous communication between the member cities and the BCWMC. The technical advisors are allowed to ask questions and express opinions,~~

- ~~but are not allowed to vote. It is the responsibility of each member city to appoint a technical advisor and encourage the technical advisor to attend the BCWMC meetings.~~
- ~~2.—**Project Review & Permitting:** Each member city is responsible for informing developers and other project applicants regarding the BCWMC policies. City staff is responsible for providing applicants with the BCWMC development requirements or directing applicants to the BCWMC website at www.bassettcreekwmo.org. Questions or comments regarding the BCWMC policies or development requirements may be directed to the appropriate Commissioner or to the BCWMC staff. The BCWMC will review developer's submittals and other proposed projects only after the applicant demonstrates that the project has received preliminary approval from the member city, indicating compliance with its existing local plan. Once the proposed project has received preliminary approval from the city, the BCWMC Application Form shall be signed by city staff and submitted to the BCWMC for its review. The signed application form authorizes the BCWMC or its staff to commence its review.~~
 - ~~3.—**Permitting:** The BCWMC does not issue formal permits. Instead, the member cities must implement the BCWMC's development policies. See the WMP for further details. The BCWMC or its staff will send a letter of approval to each member city, stating the proposed project meets the requirements of the BCWMC Plan, prior to the city issuing its construction permit or other approval.~~
 - ~~4.—**Commissioner and Alternate Commissioner appointment:** Each member city is entitled to appoint one Commissioner and one alternate Commissioner to the BCWMC Board of Commissioners. See the WMP for information about Commissioner appointments and terms.~~
 - ~~5.—**Local watershed plan:** Each member city is required to prepare a management plan that conforms with the BCWMC Plan. The BCWMC is required to review and approve each municipal plan. See the WMP for more information about local watershed planning and requirements.~~
 - ~~6.—**Implement water quality improvement projects:** The BCWMC, in cooperation with the member cities will implement the water quality improvement projects listed in the WMP, Table 5-3.~~
 - ~~7.—**Land Acquisition:** Each member city is required to acquire the necessary easements or right-of-way or interest in land upon order of the BCWMC board of Commissioners.~~
 - ~~8.—**Pollution Control and Water Quality:** Each member city shall refuse to allow the drainage of sanitary sewage or industrial wastes onto any land or into any watercourse or storm sewer discharging into Bassett Creek.~~
 - ~~9.—**Finances:** Each member city is required to contribute each year to the BCWMC general fund.~~
 - ~~10.—**Bassett Creek Flood Control Project:** The Operation and Maintenance Manual for the Bassett Creek Flood Control Project requires an annual inspection to review the condition of the flood control features. See Flood Control Project Policy Section XXX.~~

- ~~11. **Other Proposed Flood Control Projects:** The cities must submit all proposed changes to either existing control structures, structures along the BCWMC trunk system, or structures between the BCWMC storage sites and the designated trunk, to BCWMC for review and approval before any changes can be made (from WMP, Section 5.2.2.1, policy K).~~
- ~~12. **City Ordinances:** The member cities will implement ordinances in conformance with the BCWMC's WMP and other policies (from WMP, Section 6.2.2, policy). City ordinances must also include the requirements and procedures for reviewing, approving and enforcing erosion control plans (from WMP, Section 6.2.2, policy F).~~
- ~~13. **Stream Restoration:** The member cities are to complete and update their inventories of significant erosion and sedimentation areas along the Bassett Creek trunk system and share this information with the BCWMC (from Section 7.2.2, policy F of the Watershed Management Plan). The BCWMC will allocate funds from the Creek and Streambank Trunk System Maintenance, Repair and Sediment Removal Fund only for those areas identified in a completed inventory.~~
- ~~Member cities are responsible for funding stream maintenance and repairs that are primarily aesthetic improvements (from Section 7.2.2, policy J).~~
- ~~14. **Wetlands Management:** Member cities will be in conformance with State law, Commission policies, and the WMP.~~
- ~~The member cities are required to manage wetlands in accordance with the WCA (from WMP, Section 8.2.2, policy F). The cities of Crystal, Golden Valley, Minneapolis, Minnetonka, New Hope, and Plymouth are the LGUs responsible for administering the WCA.~~
- ~~15. **Groundwater:** The member cities must conform to State law and the BCWMP WMP regarding groundwater.~~

2.5 Committee Responsibilities

Policy: Committees will be assigned clear guidelines by the Commission to help with the efficient operation of the Commission.

Description: The Bassett Creek Watershed Management Commission has several committees with separate responsibilities. Examples of committee include the Education, Administrative Services, and Budget Committees. These guidelines are intended to provide guidance to Commissioners.

Applicable funding: Some committee work includes making recommendations on Commission spending. Not applicable

Adopted: July 2001, Amended November 16, 2016

Citation: BCWMC Bylaws, Article VI, Section 3, Roles and Responsibilities Document (Appendix A)

Strategies to implement policy:

1. Commissioners are encouraged to serve on BCWMC committees to deepen their awareness and knowledge of Commission issues.

2. Committees may contain persons who are not members of the Commission.
3. Commission may assign additional tasks to committees specific to its' duties.

2.6 Records and Data Retention

Policy: The Commission will establish and maintain an active, continuing program for the economical and efficient management of its records as required by Minnesota Statutes 138.17, Subdivision 7.

Description: In furtherance of this policy, the Commission has adopted the attached Record Retention Schedule (Appendix B). The Record Retention Schedule provides the Commission's plan for managing its records by establishing minimum retention periods for the records based on their administrative, fiscal, legal and historic value. It lists categories of records that are maintained by the Commission, identifies how long the Commission will retain them, whether records are to be available, withheld or destroyed under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 and how they are being stored.

Applicable funding: Administrator and/or Admin Services budgets

Adopted: Updated February 2015 – but not formally adopted

Citation: Minnesota Statutes 138.17, and Minnesota Statutes Chapter 13

Strategies to implement policy:

See Appendix A

Not Being Considered at November meeting

2.7 Policies and Procedures for Public Access to Documents

Policy: BCWMC data will be available to the public as per the Data Practices Act (DPA), Minnesota Statutes, Chapter 13 and as outlined in the BCWMC Data Practices Procedures (Attachment C)

Description: This policy is adopted pursuant to Section 13.03, subdivision 2 of the DPA, which states that every public body shall establish procedures to implement the DPA. The DPA states that data of public bodies are to be available to the public unless specifically exempted under the law in cases where individual privacy would be violated or where other valid concerns outweigh the interest in public availability. In addition, the Commission has adopted and maintains a Records Retention Schedule, which is an index of the records and data maintained by the Commission. The Commission recognizes the public interest in open access to its data as well as the public interest that requires that certain types of data not be publicly available. It is the intent of the Commission to comply fully with the DPA and, where the DPA allows for the exercise of judgment, to exercise that judgment consistent with the public interests underlying the law.

Applicable funding: Administrator and/or Admin Services Budgets

Adopted:

Citation: BCWMC Data Practices Procedures (Attachment C)

Strategies to implement policy:

- ~~1. Follow Data Practices Procedures Document (Attachment C). Procedure for Review of Commission Documents~~
- ~~2. —~~
- ~~3. All requests to inspect or receive copies of Commission data, and all other inquiries regarding the DPA, must be in writing and sent by U.S. Mail, addressed to the “Data Practices Compliance Official,” at the following address:~~
- ~~4. —~~
- ~~5. Bassett Creek Watershed Management Commission~~
- ~~6. 7800 Golden Valley Road~~
- ~~7. Golden Valley, MN 55427~~
- ~~8. —~~
- ~~9. The Chair of the BCWMC is designated as the Responsible Authority and the BCWMC Administrator is designated as the Data Practices Compliance Official.~~
- ~~10. Requests to inspect or obtain copies of Commission data must be in writing to ensure that the Commission’s response is timely and complete. In the case of an individual who wishes to inspect Commission data, the Data Practices Compliance Official will help to ensure that documents of interest have been gathered, that documents to be withheld from inspection pursuant to the DPA have been segregated, and that someone is available to assist the requesting individual. The Commission will provide requested data for inspection at the Commission office, or other location to be specified by the Data Practices Compliance Official. Commission files may not be removed.~~
- ~~11. The DPA requires that individuals be permitted to inspect or copy data within a reasonable time of a request. The Commission will attempt to respond to requests as quickly as possible. The response time will vary depending on the breadth of the request and the completeness and accuracy of the request.~~
- ~~12. If the Commission determines that certain data cannot be made available for inspection or copying, it will inform the individual of the classification of the data in question under the DPA and of the legal basis for denial of access.~~
- ~~13. The Commission may provide requested copies of data immediately or may advise that the copies will be provided as soon as reasonably possible thereafter. The ability to provide copies immediately depends on the number of copies requested, the availability of copying equipment, staff workload and the need to deliver the data elsewhere for copies to be made (e.g., oversize documents, tapes, electronic data).~~
- ~~14. Costs~~
- ~~15. There is no cost to inspect documents. If document copies are requested, the requesting individual will be charged 25 cents per page for up to 100 standard sized black and white copies. Copies of documents will not be certified as true and correct copies unless certification is specifically requested. The fee for certification is \$1 per document.~~
- ~~16. With respect to oversize copies, tapes, electronic data, photographs, slides and other unusual formats, the requesting individual will be responsible for the actual cost incurred by the Commission to make the copy itself or to use a vendor.~~
- ~~17. An individual requesting copies or the electronic transmittal of more than 100 pages of data is responsible to pay the Commission the actual cost, including the cost of staff time, to search for and retrieve data and to make, certify, compile and transmit copies. Staff~~

~~costs will be assessed based upon established hourly rates.~~

~~18. If an individual so asks, before copies are made the Commission will advise of the approximate number of pages of documents responsive to a request or the likely cost of responding to a request. Payment may be made by check. The Commission may require payment in advance.~~

~~19. When an individual asks for a copy of data that have commercial value and were developed with a significant expenditure of public funds by the Commission, the Commission may charge a reasonable fee that relates to the actual cost of developing the data. As a condition of making certain commercially valuable data available, the Commission may require execution of a license agreement limiting use or further distribution.~~

2.8 Public Purposes Expenditures

Policy: The Bassett Creek Watershed Management Commission policy is to spend public money only for Commission purposes. To that end, the Commission has adopted a policy regarding expenditures for travel, training, etc.

Description: Minnesota law mandates that governmental entities make expenditures only for public purposes and only as authorized to accomplish the purposes for which the entity was created. The BCWMC establishes the following policy and protocols to ensure that BCWMC expenditures serve clear, documented watershed purposes. The BCWMC will be responsible for the implementation of this policy and associated protocols.

Applicable funding: Not applicable

Adopted:

Citation:

Strategies to implement policy:

1. **Travel.** The BCWMC may pay reasonable and necessary expenses for travel, lodging, meals and appropriate incidental expenses related to the performance of official BCWMC functions. Expenditures must be approved in advance by the Commission and must be directly related to the performance of BCWMC functions.

A staff member or Commissioner will be reimbursed for mileage expenses incurred when using the staff's or Commissioner's personal vehicle to conduct BCWMC business. Mileage will not be reimbursed for travel to and from BCWMC regular, special, or committee meetings. Mileage will be reimbursed at the tax-deductible mileage rate set by the federal Internal Revenue Service. Mileage expenses need not be approved in advance, but mileage expenses will be reimbursed only when accompanied by documentation of the date, number of miles traveled, purpose and destination(s).

2. **Staff and Commissioner training.** The BCWMC may pay reasonable registration, tuition, travel and incidental expenses (including lodging and meals) for education, development and training when expenditures are directly related to the performance of duties. Expenditures must be approved in advance by the Commission.

3. **Food and beverages.** The BCWMC may pay for food and beverages when necessary to ensure meaningful, efficient and effective participation of staff, Commissioners/staff or the public in activities, events and functions directly related to BCWMC purposes. Circumstances under which BCWMC expenditures for food and beverages will be allowed include:
 - a. Food and/or beverages provided as part of a structured agenda of a conference, workshop, work session, outreach meeting, seminar, when the topic or subject of which relates to the official business of the BCWMC and the majority of the participants are not BCWMC staff or Commissioners/staff;
 - b. Food and/or beverages may be provided as part of a formal meeting primarily for BCWMC staff or Commissioners/staff where food and/or beverages are necessary to facilitate the conduct of the meeting, to ensure continuity and support the participation of staff, Commissioners/staff and other participants. Examples of potential qualifying events include:
 - i. An extended planning or operational analysis meeting;
 - ii. An extended meeting of department Commissioners/staff, with or without BCWMC Commissioners/staff, to develop long-term strategic plans;
 - iii. A structured training session for staff generally; or
 - iv. Official meetings of the BCWMC Commission, a committee, task force or advisory group.
 - c. Food and/or beverages may be provided for occasional staff recognition and appreciation events and activities, when approved by the Commission in accordance with a BCWMC staff recognition and appreciation policy and budget.
 - d. The BCWMC may pay for food and/or beverage expenses incurred in connection with a meeting or event attended by staff and/or Commissioners/staff, the primary purpose of which is to discuss, negotiate or evaluate a plan, program, project or other endeavor directly related to BCWMC purposes.
 - e. BCWMC meetings and training sessions will be scheduled to avoid the need to provide food whenever possible.
 - f. The BCWMC will not pay for alcoholic beverages under any circumstances.
4. **Outreach and stakeholder involvement.** The BCWMC may pay for community and stakeholder outreach and involvement programs to ensure the efficient and effective conduct of BCWMC programs, projects and meetings conducted to gather public and intergovernmental input and participation in BCWMC planning, research, rulemaking and program or project design.
5. **Membership, donations.** BCWMC funds may be expended for membership in professional organizations if the organization is an association of a civic, educational or governmental nature and its activities are directly related to BCWMC purposes or the improvement of BCWMC operations. BCWMC funds may not be donated to any

professional, technical or charitable organization, person or private institution. The BCWMC may contract for services rendered by such organizations.

6. **Protocols.** The following protocols are established to ensure compliance with above policies:
 - a. All invoices or reimbursement requests must include or be accompanied by a copy of the Administrator’s written approval and must include itemized receipts or other appropriate documentation of expenses incurred. Documentation also must include the date the expense(s) were incurred, location, purpose, participating or attending individuals and relevant affiliation, explanation of the need for food and/or beverage for the meeting, event or activity, and any other relevant information.
 - b. Copies of all documentation specified herein will be recorded and maintained in accordance with the BCWMC records retention policy.
7. **Miscellaneous.**
 - e. The BCWMC administrator will secure an approval described above for expenses he or she will incur from the Chair of the Commission, except that the Administrator may approve expenses for BCWMC-conducted programs, events, and activities.

2.9 Investment and Depository of Funds

Policy: The Commission adopts the following guidelines regarding investment of Commission funds.

Description: It is the responsibility of the Commission to invest Commission funds in order to attain a market rate of return while preserving and protecting the capital of the overall portfolio and to ensure compliance with statutory requirements applicable to the Commission’s designation a depository financial institution. Investments will be made in compliance with statutory constraints and in safe, low-risk instruments.

Applicable funding: Operating budget

Adopted:

Citation: Minnesota Statute Chapter 118A

Strategies to implement policy:

1. **Scope.** This policy applies to all financial assets of the Commission including but not limited to:
 - General Fund
 - Construction Fund
2. **Designation of Depository and Collateralization.** The Commission annually will designate a financial institution or institutions in the State of Minnesota as the depository of Commission funds. In the event the Commission does not designate a depository in any particular year, the last-designated depository will continue in that capacity. Each depository will furnish collateral, as necessary, in the manner and to the extent required by Minnesota Statutes section 118A.03, as it may be amended,

and other applicable law. Collateral will be held in safekeeping in compliance with Section 118A.03, as it may be amended.

3. **Delegation of Authority.** Minnesota Statutes section 118A.02 provides that the governing body may authorize the treasurer or chief financial officer to make investments of funds under Sections 118A.01 to 118A.06 or other applicable law. The Commission authorizes the Treasurer or Deputy Treasurer to invest Commission funds pursuant to this policy and state law for the Bassett Creek Watershed Management Commission.

The Treasurer or Deputy Treasurer shall assure compliance with this policy and further develop and maintain adequate controls, procedures, and methods assuring security and accurate accounting on a day-to-day basis.

4. **Objectives.** At all times, the Commission's investments shall be made and maintained in accordance with Minnesota Statutes Chapter 118A as it may be amended. The primary objectives of the Commission investment activities shall be in the following order of priority:

- i. Security

Security of principal is the foremost objective of the investment portfolio. Preserving capital and protecting investment principal shall be the primary objective of each investment transaction.

- ii. Liquidity

The investment portfolio shall remain sufficiently liquid to meet projected disbursement requirements.

- iii. Return on Investment

The investment portfolio shall be designed to manage the funds to maximize returns consistent with items A and B above and within the requirements set forth in this policy.

5. **Prudence.** The "prudent person" standard shall be applied in managing Commission investments. All investment transactions shall be made in good faith with the degree of judgment and care, under the circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of their own affairs, in accordance with this policy.
6. **Eligible Investments.** All investments will be considered eligible if they are made in accordance with Minnesota Statutes Section 118A.04.
7. **Investment Restrictions.** In addition to statutory prohibitions, investments specifically prohibited are derivative products, structured notes, inverse index bonds, repurchase agreements not authorized by statute, and other exotic products.
8. **Safekeeping.** Commission investments, contracts and agreements will be held in safekeeping in compliance with Minnesota Statutes Section 118A.06. In addition, before accepting any investment of Commission funds and annually thereafter, the supervising officer of the financial institution serving as a broker for the

Commission shall submit a certification stating that the officer has reviewed the Commission Investment and Depository Policy and incorporated statement of investment restrictions, as well as applicable state law, and agrees to act in a manner consistent with the policy and law. The Commission will annually will provide the policy, as it may be amended. The certification shall also require the supervising officer to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the firm and the Commission. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the Commission funds.

9. **Conflict of Interest.** Any Commissioner or staff member involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair his/her ability to make impartial investment decisions.
10. **Internal Controls and Reporting.** Internal controls are designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. Before the Commission invests any surplus funds, competitive quotations shall be obtained. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations will be requested for instruments that meet the maturity requirement. The Commission will accept the quotation that provides the highest rate of return within the maturity required and within the limits of this policy.

The Commission Treasurer or Deputy Treasurer shall be limited to investing funds for up to a maximum term of seven years. The Commission administrator shall request approval from the Commission to authorize investment of funds for terms exceeding seven years.

Monthly, the Commission Treasurer or Deputy Treasurer shall provide an investments report to the Commission. Investments shall be audited and reported with financial statement annually. It shall be the practice of the Commission to review and amend the investment policy from time to time as needed.

2.10 Required Scheduled Activities

Policy: The Commission will carry out the following tasks annually:

- ~~Annual-f~~Financial audit
- ~~Annual-s~~Selection of official newspaper
- ~~Annual-s~~Selection of BCWMC officers
- ~~Annual-d~~Depository bank identification
- Sett operating budget and cities assessments
- ~~Bi-annual-e~~Consultant solicitation (biennial)

Description: These tasks are required by the BCWMC Joint Powers Agreement.

Applicable funding: Not applicable

Adopted:

Citation: BCWMC Joint Powers Agreement

2.11 Code of Ethics/Conflict of Interest

Policy: The Bassett Creek Watershed Management Commission seeks to operate in accordance with high ethical standards and wishes to establish clear guidelines for the ethical conduct of Commission business.

Description: Ensuring that conflicts of interest do not affect Commission proceedings is an essential element of maintaining high ethical standards. Therefore, to supplement and specify its commitment to compliance with the Ethics in Government Act, Minnesota Statutes section 10A.07, the Commission has adopted a conflict of interest policy.

Applicable funding: Not applicable

Adopted:

Citation:

Strategies to implement policy:

1. **Disclosure of conflicts.** A Commissioner who has a personal financial interest, or other private interest or relationship that limits the Commissioner's ability objectively to consider, deliberate or vote, in a matter scheduled to come before the board must prepare a written statement describing the matter requiring action and the nature of the potential conflict, and deliver the statement to the Chair of the Board of Commissioners prior to the board's consideration of or taking action on the matter. If a potential conflict arises and a Commissioner does not have sufficient time to prepare a written statement, the Commissioner must orally inform the board prior to discussion of the matter.
2. **Abstention.** A Commissioner must abstain from chairing any meeting, participating in any vote, offering any motion, or participating in any discussion on any matter that may substantially affect the Commissioner's financial interests or those of an associated business or family member, unless the effect on the Commissioner is no more than on any other member of the Commissioner's business classification, profession or occupation. Commissioners must also abstain from chairing any meeting, participating in any discussion, offering any motion, or voting on any matter in which a private interest or relationship of the Commissioner limits the Commissioner's ability objectively to consider, deliberate or vote. The Commissioner's nonparticipation in the matter will be recorded in the minutes.