

**Minnesota Watersheds
2024 Annual Conference
December 3 - 6
Grand View Lodge, Nisswa, Minnesota**

Member Meeting Materials

Enclosed are the following items:

1. Notice of Annual Meeting
2. Delegate Appointment Form
3. Annual Business Meeting Agenda
4. 2023 Annual Business Meeting Minutes
5. Proposed Fiscal Year 2025 Budget
6. Proposed Strategic Plan Revisions
7. Proposed Legislative Platform Updates
8. Proposed Bylaws Changes
9. Resolutions Packet → **Resolutions in BCWMC
Packet Item 5F**
10. Active Resolutions

Please note that the Delegate Appointment Forms are **REQUIRED**. For the annual business meeting to be held, **a quorum of 44 delegates MUST be present**. Please return your Delegate Appointment Forms to Maddy Bohn at mnwatershed@gmail.com at your earliest convenience.

This packet has been distributed to administrators and managers via email. No paper copies of this packet will be sent via the U.S. Postal Service.

We are looking forward to seeing you at this year's conference!

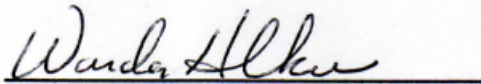
**PLEASE BRING THIS INFORMATION PACKET WITH YOU TO THE CONVENTION.
EXTRA COPIES WILL NOT BE AVAILABLE ON SITE. THANK YOU!!**

Minnesota Watersheds 2024 Annual Meeting Notice

NOTICE IS HEREBY GIVEN that the 2024 Annual Meeting of Minnesota Watersheds will be held at the Grand View Lodge, Nisswa, Minnesota beginning at 9:00 a.m. on Friday, December 6, 2024 for the following purposes:

1. To receive and accept the reports of the President, Secretary, and Treasurer regarding the business of the association of the past year;
2. To receive the report of the auditor;
3. To consider and act upon the Fiscal Year 2025 budget;
4. To consider and act upon proposed Strategic Plan revisions;
5. To consider and act upon proposed Legislative Platform updates;
6. To consider and act upon proposed Bylaws changes;
7. To consider and act upon proposed Resolutions;
8. To elect three directors, one from each region, for terms ending in 2027; and
9. To consider and act upon any other business that may properly come before the membership.

Sincerely,



Wanda Holker
Secretary

Minnesota Watersheds 2024 Delegate Appointment Form

The _____ hereby certifies that it is

name of watershed organization

a watershed district or watershed management organization duly established and in good standing pursuant to Minnesota Statutes 103B or 103D and is a member of Minnesota Watersheds for the year 2024.

The _____ hereby further certifies

name of watershed organization

the following individuals have been appointed as delegates, or as an alternate delegate, all of whom are managers in good standing with their respective watershed district or watershed management organization.

Delegate #1: _____

Delegate #2: _____

Alternate: _____

Authorized by: _____

Signature

Date

Title

** Please return this form to mnwatershed@gmail.com at your earliest convenience. **



Minnesota Watersheds
2024 Annual Conference
Grand View Lodge, Nisswa, MN

Annual Business Meeting
AGENDA
Friday, December 6, 2024 | 9 a.m.

GENERAL BUSINESS

- 9:00 a.m. Call to Order
9:01 a.m. Approval of Agenda (Action)
9:02 a.m. Approval of 2023 Annual Business Meeting Minutes (Action) – Linda Vavra
9:05 a.m. Treasurer’s Reports – Linda Vavra
- 2024 Year End Financial Report (Action)
 - 2024 Review of Financial Procedure Report (Action)
 - 2025 Proposed Budget (Action)

REPORTS

- 9:30 a.m. President’s Report – Linda Vavra
9:40 a.m. Caucus Election Results Report – Linda Vavra
9:45 a.m. Executive Director’s Report – Jan Voit
10:05 a.m. Board of Water and Soil Resources Report – Assistant Director Justin Hanson

ACTION ITEMS

- 10:20 a.m. **STRATEGIC PLAN** (Action) – Linda Vavra
10:35 a.m. **LEGISLATIVE PLATFORM** (Action) – Linda Vavra
10:50 a.m. **BYLAWS HEARING** (Action) – Linda Vavra
11:05 a.m. **RESOLUTIONS HEARING** (Action) – Linda Vavra

Note: There will be two microphones in the room – One to use if you are “FOR” an amendment and one if you are “AGAINST” an amendment. If you wish to testify on a resolution, please proceed to the appropriate microphone and limit your comments to 2 minutes.

Resolution 1 – Regulatory Approaches to Reducing Chloride Contamination

Resolution 2 – Allowing Alternative Notice of Watershed District Proceedings by Publication on District’s Website

Resolution 3 – Providing for Watershed Management Organization Representation on Wetland Technical Evaluation Panels in Seven-County Metropolitan Area

Resolution 4 – Seeking the Ability to Allow Resale of Acquisition Buyout Property

Resolution 5 – Seeking the DNR to Establish a “Comprehensive Guideline for Calcareous Fen Management”

Resolution 6 – Seeking Clarification of Minn. Rule 8420.0935, Subp. 1

Resolution 7 – Seeking the DNR to Adopt a Program to Incentive Calcareous Fen Management on Private Lands

Resolution 8 – Seeking the Removal of the Water Resource Enforcement Officer

Resolution 9 – Seeking the Amendment of Minn. Rule 8420.0935, Subp. 3.A.

Resolution 10 – Seeking a Formal Process to Distribute a Complete List of Calcareous Fens Annually

Resolution 11 – Seeking Regular Reevaluation of the Designated Species List

Resolution 12 – Seeking the Development of a Calcareous Fen Work Group

Resolution 13 – Requesting Minnesota Watersheds Support to Request New Legislation to Set Permit Review Time Limits upon the Department of Natural Resources

12:00 p.m. **ADJOURNMENT**

Minnesota Watersheds
Annual Business Meeting
December 1, 2023



1. CALL TO ORDER

The 2023 Minnesota Watersheds Annual Business Meeting was convened at 9:00 a.m. by President Linda Vavra, Bois de Sioux Watershed District (WD).

2. GENERAL HOUSEKEEPING

Agenda

David Ziegler, Riley Purgatory Bluff Creek WD made a motion to approve the agenda. Jill Crafton, Riley Purgatory Bluff Creek WD seconded the motion. The motion passed by voice vote.

Secretary's Report

President Vavra presented the minutes of the 2022 Annual Business Meeting. Bill Petersen, Middle Snake Tamarac Rivers WD moved to approve the Secretary's Report. Jackie Anderson, Comfort Lake Forest Lake WD seconded the motion. The motion passed by voice vote.

Treasurer's Report

President Vavra presented the following reports:

- 2023 Year End Financial Report and Statement of Financial Position. David Ziegler, Riley Purgatory Bluff Creek WD moved to approve the 2023 Year End Financial Report. Don Pereira, Valley Branch WD seconded the motion. The motion passed by voice vote.
- Independent Accountant's Report on Applying Agreed upon Financial Procedures. The report dated November 21, 2023 was prepared by Redpath and Company, Ltd. David Ziegler, Riley Purgatory Bluff Creek WD made a motion to accept the Report on Applying Agreed upon Financial Procedures. Dennis Kral, Pelican River WD seconded the motion. The motion passed by voice vote.
- 2024 Proposed Budget. David Ziegler, Riley Purgatory Bluff Creek WD moved to approve the 2023 Proposed Budget. Bill Petersen, Middle Snake Tamarac Rivers WD seconded the motion. The motion passed by voice vote.

3. REPORTS

Reports were given by President Vavra and Executive Director Voit.

4. M.S. Chapter 103D Proposed Fixes

Executive Director Voit provided an overview of the proposed update to M.S. Chapter 103D. These changes are proposed to modernize the language and make the project process more transparent. The changes are purely housekeeping. No funding will be necessary. When the final version is complete, it will be distributed to members, along with talking points to use in discussions with legislators for the upcoming legislative session.

5. BYLAWS HEARING

Grace Butler, Nine Mile Creek WD made a motion to open the Bylaws Hearing. David Ziegler, Riley Purgatory Bluff Creek WD seconded the motion. The motion passed by voice vote.

President Vavra turned the meeting over to Bylaws Committee Co-chair Jamie Beyer, Bois de Sioux WD. Ms. Beyer reported on the proposed changes to the Bylaws. A motion was made by Mike Bradley, Rice Creek WD to approve the proposed changes to the Bylaws. The motion was seconded by Joe Collins, Capitol Region WD. The motion passed by voice vote.

A motion was made by Mike Lee, Shell Rock River WD to close the Bylaws Hearing. Bill Petersen, Middle Snake Tamarac Rivers WD seconded the motion. The motion passed by voice vote.

6. RESOLUTIONS HEARING

A motion was made by Grace Butler, Nine Mile Creek WD to open the Resolutions Hearing. The motion was seconded by Shaun Kennedy, Bassett Creek Watershed Management Commission and passed by voice vote. Jamie Beyer, Resolutions Committee Co-chair presided over the Resolutions Hearing.

Resolution #1 Resolution to Require Watershed District Permits for all State Agencies

Tara Jensen, Wild Rice WD presented the resolution. David Ziegler, Riley Purgatory Bluff Creek WD moved to adopt Resolution #1. Dennis Kral, Pelican River WD seconded the motion. It was brought to everyone's attention that the resolution in the packet had been amended by the Minnesota Watersheds Board of Directors at their meeting on November 28. Once noted, the motion and second were withdrawn.

David Ziegler, Riley Purgatory Bluff Creek WD moved to adopt Resolution #1 as amended. Dennis Kral, Pelican River WD seconded the motion. Following discussion, Brian Johnson, South Washington WD made a motion to call the question. Don Pereira, Valley Branch WD seconded the motion, which passed by voice vote.

The vote on the motion to adopt Resolution #1 was passed by voice vote.

- **Adopted Resolution 2023-1: NOW, THEREFORE, BE IT RESOLVED** that Minnesota Watersheds supports amending Minnesota Statutes § 103D.345, Subd. 5 to read as follows: Subd. 5. Applicability of permit requirements to state. A rule adopted by the managers that requires a permit for an activity applies to all state agencies, including the Department of Transportation.

Resolution #2 Resolution Seeking to Clarify Budget Adoption Deadlines and Certification Types for Watershed Districts

Dan Coughlin, Middle Fork Crow River WD presented the resolution. Dennis Kral made a motion to table Resolution #2 indefinitely. Don Pereira, Valley Branch WD seconded the motion.

Following discussion, Brian Johnson, South Washington WD made a motion to call the question. Don Pereira, Valley Branch WD seconded the motion, which passed by voice vote.

The vote on the motion to table Resolution #2 indefinitely passed by voice vote.

Resolution #3 Resolution to Support New Legislation Modeled After HF2687 and SF2419 (2018) Regarding DNR Regulatory Authority over Public Drainage Maintenance and Repairs

Nick Tomczik, Rice Creek WD presented the resolution. Mike Bradley, Rice Creek WD moved to adopt Resolution #3. Jill Crafton, Riley Purgatory Bluff Creek WD seconded the motion. The motion passed by voice vote.

- **Adopted Resolution 2023-3: NOW, THEREFORE, BE IT RESOLVED** that Minnesota Watersheds supports the introduction of new legislation modeled after HF2687 and SF2419 and commits its lobbying efforts toward promoting the passage of the bills in subsequent sessions.

Resolution #4 Resolution Seeking Action for Streamlining the DNR Flood Hazard Mitigation Grant Program

Dan Money, Two Rivers WD presented the resolution. Andrew Weber, Lac qui Parle-Yellow Bank WD moved to adopt Resolution #4. Benjamin Carp, Ramsey Washington Metro WD seconded the motion. The motion passed by voice vote.

- **Adopted Resolution 2023-4: NOW, THEREFORE, BE IT RESOLVED** that Minnesota Watersheds adopt a resolution seeking action requiring the DNR to establish transparent scoring, ranking, and funding criteria for the Flood Hazard Mitigation Program (M.S. Chapter 103F) and asking the Minnesota Legislature to fully fund the state's share of eligible projects that are on the DNR's list within each two-year bonding cycle. Information regarding scoring, ranking, and funding should be provided annually to project applicants.

Resolution #5 Resolution Seeking Increased Flexibility in the Open Meeting Law to Utilize Interactive Technology

David Ziegler, Riley-Purgatory-Bluff Creek WD presented the resolution. Don Pereira, Valley Branch WD moved to adopt Resolution #5. Celia Wirth, Brown's Creek WD seconded the motion.

Following discussion, David Ziegler, Riley Purgatory Bluff Creek WD made a motion to call the question. Dennis Kral, Pelican River WD seconded the motion, which passed by voice vote.

The motion to adopt Resolution #5 was passed by voice vote.

- **Adopted Resolution 2023-5: NOW, THEREFORE, BE IT RESOLVED** that Minnesota Watersheds hereby supports changes to the Open Meeting Law to provide greater flexibility in the use of interactive technology by allowing members to participate remotely in a nonpublic location that is not noticed, without limit on the number of times such remote participation may occur; and allowing public participation from a remote location by interactive technology, or alternatively from the regular meeting location where interactive technology will be made available for each meeting, unless otherwise noticed under Minnesota Statutes Section 13D.021; **BE IT FURTHER RESOLVED** that Minnesota Watersheds supports changes to the Open Meeting Law requiring watershed district to prepare and publish procedures for conducting public meetings using interactive technology.

Resolution #6 Resolution Seeking Minnesota Watersheds Education and Outreach to Encourage Formation of Watershed Districts in Unserved Areas

Jackie Anderson and David Bakke, Comfort Lake Forest Lake WD presented the resolution. Jeff Gertgen, Middle Fork Crow River WD moved to adopt Resolution #6. Shawn Mazanec, Capitol Region WD seconded the motion. The motion was passed by voice vote.

- **Adopted Resolution 2023-6: NOW, THEREFORE, BE IT RESOLVED** that Minnesota Watersheds, in consultation with its membership, develop a framework for education and outreach intended to encourage petition and advocacy for the formation of watershed districts in areas of the state not presently served by watershed-based public agencies.

7. LEGISLATIVE PLATFORM

President Vavra and Executive Director Voit presented the Legislative Platform. David Ziegler, Riley Purgatory Bluff Creek WD made a motion to adopt the Legislative Platform. Dennis Kral, Pelican River WD seconded the motion. The motion passed by voice vote.

8. ADJOURNMENT

President Vavra thanked the members for their participation in the business meeting and the annual conference. She adjourned the meeting at 11:01 a.m.

Wanda Holker
Secretary



Memorandum

DATE: October 31, 2024
TO: Minnesota Watersheds Members
FROM: Finance Committee Co-chairs David Ziegler, Riley Purgatory Bluff Creek WD and Tera Guetter, Pelican River WD
RE: **Draft FY24 Financial Statement, Review of Financial Procedure Report, and Proposed FY25 Budget**

It is important to note that most of Minnesota Watersheds revenue is generated through payment of dues.

INCOME FY24 ACTUAL

- The FY24 dues were based on the dues structure adopted by the membership at the 2022 annual business meeting. We also had increased income from regaining the membership of Buffalo Creek and Heron Lake WDs.
- The income for the Legislative event, Summer Tour, and Annual Conference remained steady.

EXPENSES FY24 ACTUAL

Administrative and Program Management

- Administrative and Communications Support – Contract: funds paid to the Executive Director.
- Event and Communication Management – Contract: funds paid to the Program Manager for managing Minnesota Watersheds events.
- Newsletter formatting, Website, social media, etc. – Contract: funds paid to the Program Manager for these tasks.

Government Relations

- Lobbying – Contracted Services: funds paid to lobbyists Ray Bohn and Lockridge Grindal Nauen.

Professional Services

- Legal Fees: funds paid for general legal services.
- Legal Fees – Drainage Work Group: funds paid to represent members at the DWG.
- Legal Fees – M.S. Chapter 103D modernization: funds paid to assist with statutory language changes and testifying at the legislature.
- Legal Fees – Amicus Brief JD 39: funds paid to draft and submit a brief to the Minnesota Supreme Court regarding Red Lake JD 39.
- Accounting and Audit Fees: funds paid to Obremski Ltd. for monthly accounting and bookkeeping services, and to Redpath Ltd. for the agreed upon procedures report.
- Insurance: funds paid for insurance coverage for errors and omissions insurance for the Minnesota Watersheds Board of Directors, and for general coverage for office, records, and office equipment.

Office Expenses

- Rent: funds paid to Capitol Region WD for storage and office rent.
- Mileage and General Office Expenses: for directors and contractors, as well as office supplies.

Board and Committee Meetings

- Per Diems and Expenses - Directors: funds paid to directors for serving on the Board of Directors and Minnesota Watersheds Committees.

Education and Events

- The actual costs incurred for implementing the Legislative Briefing and Day at the Capitol, Summer Tour, and Annual Conference.

2024 REVIEW OF FINANCIAL PROCEDURE REPORT

The report from Redpath Ltd. for the agreed upon procedures has not been submitted. It will be distributed to members as soon as it is available.

INCOME PROPOSED FY25 BUDGET

- The estimated dues for FY25 are based upon payment in full by current members with the dues structure that was approved by the membership in 2022.
- The estimated income for the annual conference in FY25 is based on actual revenue received in FY24.
- The estimated costs for the Legislative Day at the Capitol and Summer Tour are based on actual costs for FY24.

EXPENSES PROPOSED FY24 BUDGET

Administrative and Communications Support

- Administrative and Communications Support: projected expense for the Executive Director.
- Event and Communication Management: projected expense for Program Manager for managing Minnesota Watersheds events (Legislative Briefing and Day at the Capitol; Summer Tour; and Annual Conference).
- Newsletter formatting, website, social media, etc. - Contract: projected expense for Program Manager.

Government Relations

- Lobbyist Contract: for lobbyist Ray Bohn through December 31, 2024.
- Lobbyist Contract: for the Lockridge Grindal Nauen lobbying team.

Professional Services

- Legal Fees: costs incurred by Smith Partners for general legal work.
- Legal Fees – Drainage Work Group (DWG): costs incurred for Smith Partners to represent members at the DWG on an as-needed basis.
- Drainage Work Group – Contract: costs for Myron Jesme to represent Minnesota Watersheds at DWG meetings and subcommittee meetings.
- Accounting and auditing funds paid to Obremski Ltd. for monthly accounting and bookkeeping services, and to Redpath Ltd. for the agreed upon procedures report.
- Insurance coverage for errors and omissions insurance for the Minnesota Watersheds Board of Directors, and for general coverage for office, records, and office equipment.

Office Expenses

- Rent: funds paid to Capitol Region WD for storage and office rent.
- Mileage and General Office Expenses: for directors and contractors, as well as office supplies.

Board and Committee Meetings

- Per Diems and Expenses - Directors: Funds paid to directors for serving on the Board of Directors and Minnesota Watersheds Committees.

Special projects

- Funds for anticipated costs incurred with the Watershed Handbook, surveys, or promotional items.

Education and Events

- Estimated costs for implementing the Annual Conference, Legislative Briefing and Day at the Capitol, Summer Tour, credit card processing fees, and special workshops.

Even with the additional projected expenses, we are projecting a modest increase in available capital at the end of FY25.

Questions regarding the FY25 proposed budget and/or the FY24 financial information should be directed to David Ziegler, Treasurer (david_ziegler@outlook.com or 952-905-1889) or Jan Voit (jvoit@mnwatersheds.com or 507-822-0921).

Minnesota Watersheds			Prepared	10/9/2024
DRAFT FY24 Financial Report and Proposed FY25 Budget				
October 1, 2024 through September 30, 2025				
	FY2025**	FY2024*	FY2024	FY2023*
			Oct'23-Sep'24	Oct'22-Sep'23
INCOME	BUDGET	BUDGET	FY 2024 ACTUAL	FY 2023 ACTUAL
Dues - Watershed District Members	262,421	251,008	255,986	227,065
Dues - Watershed Management Organization Members	22,500	22,500	22,500	22,500
Annual Conference Registrations	91,000	87,000	120,885	114,563
Annual Conference Trade Show and sponsorships	42,300	43,500	13,000	-
Legislative Day at the Capitol	5,500	4,000	5,339	6,913
Summer Tour	20,000	20,000	28,250	18,658
Minnesota Watersheds Workshops	2,500	2,500	-	-
Interest	25	25	563	481
TOTAL REVENUES	446,246	430,533	446,523	390,180
EXPENSES				
Administration & Program Management				
Administrative and Communications Support - Contract	105,000	111,600	95,532	89,708
Event and Communication Management - Contract	45,000	43,200	43,200	40,719
Newsletters, Website, Social Media, etc. - Contract	4,500	7,000	3,354	6,027
Government Relations				
Lobbying - Contracted Services - Ray Bohn, MGA	11,250	45,000	45,000	33,122
Lobbying - Contracted Services - Lockridge Grindal Nauen	56,244	30,000	22,500	-
Lobbyist Expenses	1,000	1,000	450	353
Professional Services				
Legal Fees	25,000	25,000	5,327	17,118
Legal Fees - Drainage Work Group	7,500	7,500	8,115	5,289
Legal Fees - M.S. Chapter 103D modernization	-	-	28,161	-
Legal Fees - Amicus Brief JD 39	-	-	7,005	-
Drainage Work Group - Myron Jesme contract	5,000	5,000	2,217	-
Accounting and Audit Fees	14,400	15,000	13,100	14,100
Insurance	1,700	1,700	734	2,407
Office Expenses				
Rent	2,400	4,800	2,400	3,000
Mileage and General Office Expenses	15,000	10,000	12,965	10,783
Dues, Other Organizations	-	-	-	-
Other Special Items	3,700	2,500	1,700	510
Memorials	250	250	-	-
Board and Committee Meetings				
Per Diems and Expenses - Directors	25,000	25,000	19,915	23,724
Board and Committee Meeting Expenses	1,000	1,000	-	-
Special Projects				
Watershed Handbook, Surveys, etc.	5,000	5,000	44	4,466
Education and Events				
Annual Conference	75,000	54,500	74,778	60,046
Legislative Day at the Capitol	5,500	5,500	5,778	4,508
Summer Tour	20,000	20,000	22,840	14,379
Credit Card Processing Fees	4,100	4,100	1,534	939
Special Workshops	3,700	2,500	-	-
TOTAL EXPENSES	437,244	427,150	416,649	331,197
REVENUES OVER (LESS THAN) EXPENSES	9,002	3,383	29,874	58,983
STATEMENT OF NET POSITION				
Assets, Cash and Equivalents, actual			293,210	270,378
Dues receivable			-	-
Deposits received - deferred, prepaid expenses			1,347	(4,313)
Liabilities, accounts payable, taxes payable			(19,726)	(21,108)
ENDING NET ASSETS			274,831	244,957

*These are final numbers. **FY25 Budget approved by Finance Committee on 10/09/2024 and the MW BOD on 10/28/2024.



Memorandum

DATE: October 31, 2024
TO: Minnesota Watersheds Members
FROM: Committee Co-Chairs David Ziegler, Riley Purgatory Bluff Creek WD and Andy Henschel, Shell Rock River WD
RE: **Proposed Strategic Plan Updates**

In December of 2022, the Minnesota Watersheds membership adopted the 10-Year Strategic Plan. Over the course of the last two years, many of the strategies and tactics have begun and some have been completed. With those accomplishments in mind, the Strategic Plan Committee met to review the plan.

Proposed revisions

- Many of the proposed changes are minor wordsmithing. The 10-year plan was also updated to reflect plan accomplishments.
- The introduction was revised to include the Annual Work Plan for the Minnesota Watersheds Board of Directors (Board).
- Revisions to the committee's section were made to reflect the committee makeup and processes described in the Manual of Policy and Procedures.
- It is necessary for Minnesota Watersheds to engage with members and non-members. Revisions in this section were made to reflect those needs.
- Clarifying language was added to the section regarding streamlining the resolutions and legislative priorities processes.
- Acknowledging the Legislative Coordination and Communication Plan was added to the lobbying section, as well as addressing the need for members to develop personal relationships with their legislators.
- An annual work plan for the Board was added.
- Expectations for support and advocacy from the Minnesota Watersheds representatives on the Board of Water and Soil Resources and Clean Water Council were incorporated.
- The tactics timetable was updated to include the executive director's work plan for 2025 and 2026.

Questions regarding the Strategic Plan and/or the proposed revisions should be directed to David Ziegler (david_ziegler@outlook.com), Andy Henschel (andy.henschel@co.freeborn.mn.us), or Jan Voit (jvoit@mnwatersheds.org).



MINNESOTA WATERSHEDS

Connecting People. Protecting Water.

10-YEAR STRATEGIC PLAN

December 2, 2022

Updated: December 6, 2024

Abstract

This document defines Minnesota Watersheds' mission and vision for the future and identifies goals, objectives, strategies, and tactics.

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MINNESOTA WATERSHEDS

STRATEGIC PLAN GOALS AND OBJECTIVES

MISSION: To support and advocate for leaders in watershed management.

VISION: To establish excellence and innovation in all watershed-based organizations.

GOALS AND OBJECTIVES:



Fortify the infrastructure of Minnesota Watersheds to ensure reliable delivery of services.

- Ensure Minnesota Watersheds governance and management are aligned with the Strategic Plan.
- Develop concentrated communication efforts.
- Empower Minnesota Watersheds to accomplish its goals and objectives.
- Invest in technological resources to accommodate access to information.
- Better utilize member and executive committees for healthy and sustainable Minnesota Watersheds' operations.



Build a watershed community that supports one another.

- Enhance member engagement through inclusivity.
- Grow membership.
- Expand participation at Minnesota Watersheds' events.
- Increase member involvement on committees and the Minnesota Watersheds Board of Directors to assure member needs are met.



Serve as a liaison to collaborate with statewide agencies and associations.

- Increase collaborative efforts between the Board of Water and Soil Resources and Minnesota Watersheds.
- Increase partnership activities with statewide entities.



Ensure strong legislative policies are in place for watershed management.

- Streamline the resolutions and legislative platform processes.
- Articulate clearly defined legislative policies so members and Minnesota Watersheds' representatives can accurately state our positions.
- Focus and prioritize lobbying efforts.
- Increase member engagement in the legislative process.



Enhance the skills of watershed district and watershed management organization boards.

- Provide guidance and direction for efficient and effective member board operations.

Introduction

This document is intended to be a **long-range, 10-year Strategic Plan**. Each year the Strategic Plan Committee will make recommendations to the Minnesota Watersheds Board of Directors on the organization's top priorities. The Annual Work Plan for the Minnesota Watersheds Board of Directors will be developed based on the goals, objectives, strategies, and tactics described in this plan, as well as the day-to-day operations described in the Manual of Policy and Procedures. The Tactics Timetable will be developed based upon priorities determined by the Strategic Plan Committee and recommended to the Minnesota Watersheds Board of Directors as follows: ~~annual work plan for the Minnesota Watersheds Board of Directors;~~ two-year work plan for the Executive Director; ~~and five- and 10-year work plans~~ based on Strategic Plan Committee priorities and work accomplished. This process will be done to better ensure accomplishing the goals and setting expectations for member watershed districts, watershed management organizations, the Minnesota Watersheds Board of Directors, and the Executive Director.

Definitions

Members – dues paying Watershed districts and Watershed management organizations

Non-members – Watershed districts and Watershed management organizations that have chosen not to pay dues

Strategic Plan

Mission

To support and advocate for leaders in watershed management.

Vision

To establish excellence and innovation in all watershed-based organizations.

Values

Collaborate: work with partners to enhance members' watershed management skills and initiatives.

Efficient: provide services to maximize effective science-based principles for watershed management.

Support: promote and assist members' efforts in watershed management.

Member-driven: seek and consider input to ensure the organization's decisions reflect members' voices.

Transparent: communicate information about the performance, financial position, and governance of the organization in an open and honest manner.

Goals, Objectives, Strategies, and Tactics

Goal 1: Fortify the infrastructure of Minnesota Watersheds to ensure reliable delivery of services.

Objectives, Strategies, and Tactics to Achieve Goal 1

1. Ensure Minnesota Watersheds' governance and management are aligned with the Strategic Plan.
 - Focus the organization's efforts on defined goals, strategies, objectives, and tactics.
 - i. Confirm, each month, that Board of Directors' actions reflect the Strategic Plan.
 - ii. If new issues arise that require significant resources, seek member support before pursuing.

- iii. Do not adopt major policies or expenditures without staff review and recommendations that consider pros and cons, alternatives, costs, and member perspectives.
- 2. Develop concentrated communication efforts.
 - Communication plan.
 - i. ~~Develop~~ Maintain the adopted communication plan that brings structure and consistency to all Minnesota Watersheds' communication efforts.
 - Newsletters.
 - i. Adhere to a consistent process for newsletter development and distribution, as well as a process for posting newsletters on the website.
 - ii. Ensure newsletters are distributed to members and non-members.
 - Minnesota Watersheds Board of Directors agendas and meeting packets.
 - i. Distribute agendas and meeting packets directly to each member organization ahead of each meeting and post agendas on the website.
- 3. Empower Minnesota Watersheds to accomplish its goals and objectives.
 - Sufficient staffing.
 - i. Invest in sufficient staff to complete identified strategies and tactics.
 - Suitable policies.
 - i. Set policies that ensure adequate funding for staffing and technological resources.
 - ii. Develop an annual work plan for the Minnesota Watersheds Board of Directors.
- 4. Invest in technological resources to accommodate access to information.
 - Robust website.
 - i. ~~Update~~ Maintain the website to be an up-to-date website that is a and complete resource for boards and administrators.
 - Efficient internal communication tool.
 - i. Work with Minnesota Association of Watershed Administrators to launch and house a platform for data sharing and networking.
 - ii. Transition electronic files to the cloud for reliable backup and document sharing among staff.
- 5. Better utilize member and executive committees for healthy and sustainable Minnesota Watersheds' operations.
 - Member committees.
 - i. Maintain four member committees: Awards, Events/Education, Legislative, and Resolutions/Policy.
 - ii. Adjust Support committee leadership ~~to of~~ one manager and one administrator who serve as co-chairs. Continue to populate ~~the committees~~ with one manager and one administrator from each region.
 - iii. Refine Review committee scopes of work annually.
 - ~~iv. Develop annual work plans for committees.~~
 - Executive committees.
 - i. ~~Form~~ Retain three executive committees: Governance, Personnel, and Finance.
 - ii. Governance Committee: Members include ~~one Minnesota Watersheds Board member from each region~~ the Minnesota Watersheds President, Vice President, Secretary, and except for the Personnel Committee, the Executive Director.
 - 1. ~~Combine the bylaws, Manual of Policy and Procedures, and Committee into one executive governance committee.~~ This committee would will handle minor day-to-day issues and make recommendations to the board of directors. When ~~major~~ reviews or revisions to the Bylaws, Manual of Policy and Procedures, and/or the Strategic Plan are

warranted, ~~form the appropriate~~ member committee will meet, as defined above, to perform the assigned work.

- iii. Personnel Committee: Members include the Minnesota Watersheds President, Vice President, Secretary, and Treasurer.
- iv. Finance Committee: Members include the President, Vice President, Secretary, Treasurer, and Executive Director.
 1. The Executive Finance Committee will prepare a budget, with the assistance of the member finance committee and the accountant, and make the annual recommendation to the board of directors on regarding dues. Form a member committee, as defined above, when major projects are warranted, such as proposing a new dues structure.
- v. ~~Refine-Review~~ committee scopes of work annually.
- vi. ~~Develop annual work plans for committees.~~

Goal 2: Build a watershed community that supports one another.

Objectives, Strategies, and Tactics to Achieve Goal 2

1. Enhance member engagement through inclusivity.
 - ~~Change-Retain Minnesota Watersheds~~ the name of the organization to accurately represent membership.
 - i. ~~Adopt Minnesota Watersheds as the new name of the organization.~~
2. Grow and sustain membership.
 - Develop and share membership benefits information.
 - Meet individually with members to understand their needs, address concerns, and strengthen the partnership with Minnesota Watersheds.
 - Meet individually with non-members to address concerns and increase the number of watershed districts and watershed management organizations as Minnesota Watersheds members.
 - i. ~~Start-Continue~~ discussions with the ~~10-five~~ non-member watershed districts and 15 non-member watershed management organizations on the benefits of membership.
 - ii. Use the Minnesota Watersheds ~~Regional-Board of~~ Directors and/or Administrators to advocate for Minnesota Watersheds around the state.
3. Expand participation at Minnesota Watersheds events.
 - Increase the number of members that attend Minnesota Watersheds events.
 - i. Be inclusive of members and non-members for Minnesota Watersheds events and meetings ~~to maintain a sense of fairness, apply discounts to members.~~
 - ii. Hold regional caucuses in conjunction with all Minnesota Watersheds events.
 - iii. Increase the current average attendance of members at Minnesota Watersheds events: ~~Legislative Meeting (75), Summer Tour (130), and Annual Conference (500).~~
4. Increase member involvement on committees and the Minnesota Watersheds Board of Directors to assure member needs are met.
 - Promote the importance of member involvement in the Minnesota Watersheds Board of Directors and on the committees to provide direction and guidance for the organization.
 - i. Ensure members have opportunities to voice concerns and provide input at board and committee meetings.
 - ii. Advocate for Minnesota Watersheds activities through newsletters and the website.

Goal 3: Serve as a liaison to collaborate with statewide agencies and associations.

Objectives, Strategies, and Tactics to Achieve Goal 3

1. Increase collaborative efforts between the Board of Water and Soil Resources and Minnesota Watersheds.
 - Work with the Board of Water and Soil Resources leadership to address member concerns.
 - i. Strengthen the working relationship with the Board of Water and Soil Resources by ~~Identify~~ identifying points of contention, developing a ~~work~~ plan to address issues, and improve ~~develop~~ opportunities for reducing concerns.
2. Increase partnership activities with statewide entities.
 - Identify opportunities to work with the Minnesota Association of Watershed Administrators, Minnesota Association of Soil and Water Conservation Districts, the Association of Minnesota Counties, the League of Minnesota Cities, Local Government Water Roundtable, Drainage Work Group, Clean Water Council, Red River Watershed Management Board, Department of Natural Resources, Minnesota Pollution Control Agency, and others as deemed appropriate to promote watershed management.
 - i. Ensure Minnesota Watersheds staff attend Board of Water and Soil Resources, Clean Water Council, and Drainage Work Group meetings and provide updates for members.
 - ii. Strengthen the partnership with the Minnesota Association of Watershed Administrators through the Executive Director's attendance at Minnesota Association of Watershed Administrators meetings and collaboration on education opportunities at Minnesota Watersheds events.
 - iii. Increase opportunities to partner and track collaboration with Minnesota Association of Soil and Water Conservation Districts, League of Minnesota Cities, Local Government Water Roundtable, and Association of Minnesota Counties.
 - iv. Advocate for the appointment of effective watershed district board members with the Board of Water and Soil Resources and the Association of Minnesota Counties.

Goal 4: Ensure strong legislative policies are in place for watershed management.

Objectives, Strategies, and Tactics to Achieve Goal 4

1. Streamline the resolutions and legislative ~~platform~~ priorities processes.
 - Evaluate the current resolutions and legislative ~~platform~~ priorities process.
 - i. Identify alternative methods to achieve concurrence on resolutions, adopt a revised process, or reaffirm that the current process works for the membership.
 - ii. Identify alternative methods to achieve concurrence on the legislative priorities, adopt a revised process, or reaffirm that the current process works for the membership.
2. Articulate clearly defined legislative policies so members and Minnesota Watersheds representatives can accurately state our positions and priorities.
 - ~~Develop~~ Maintain a comprehensive legislative platform of clearly defined policies.
 - i. Work with Minnesota Association of Watershed Administrators and the Legislative Committee, and the Resolutions Committee to annually review ~~develop a full~~ the Legislative policy document ~~Platform~~ that ~~is inclusive of~~ includes policies and priorities that can remain on the books indefinitely or until members approve changes to those positions, including a process to handle emerging issues at the legislature.

- ii. Draft expectations for support and advocacy for Minnesota Watersheds representatives that serve on the Board of Water and Soil Resources Board, Clean Water Council, and the Local Government Water Roundtable.
- 3. Focus and prioritize lobbying efforts.
 - Identify legislative issues impacting the most members.
 - i. Support legislation that promotes watershed management.
 - ii. Fend off legislation that limits member abilities to protect and restore water resources.
 - iii. Ensure the Minnesota Watersheds lobbyist(s) have clear direction on Minnesota Watersheds legislative priorities.
 - iv. ~~Align workload with the resources set aside for lobbying and m~~Manage member expectations regarding the Minnesota Watersheds legislative program.
 - v. Serve as a legislative point of contact for members to answer questions and provide direction.
 - vi. Maintain the adopted Legislative Coordination and Communication Plan that describes how Minnesota Watersheds and the Red River Watershed Management Board coordinate and communicate before, during, and after the Minnesota legislative sessions.
- 4. Increase member engagement in the legislative process.
 - Encourage member involvement on the ~~resolutions and legislative committees~~Resolutions and Legislative Committees.
 - i. Solicit more direct input from members when setting legislative priorities by surveying members or provide another avenue for members to get feedback to the committee before they make a recommendation to the board.
 - ii. Promote committee membership to ensure members' voices are reflected in the legislative platform and legislative priorities.
 - iii. Encourage members to develop personal relationships with legislators.
 - Increase communication with members about legislative activity.
 - i. Provide timely and useful reminders to members about how and when engagement with legislators is needed.
 - ii. Present members with information that describes how they can assist the Minnesota Watersheds ~~lobbyist-lobbying team~~ during and outside of the legislative session.
 - iii. Host an annual event for members to learn about Minnesota Watersheds' legislative platform and priorities and to receive guidance on how to discuss and interact with legislators on issues.
 - iv. Urge members to Personally-personally call-contact and invite legislators to attend their local events as well as Minnesota Watersheds events.
 - v. Set up appointments with members and legislators.

Goal 5: Enhance the skills of watershed district and watershed management organization boards.

Objectives, Strategies, and Tactics to Achieve Goal 5

- 1. Provide guidance and direction for efficient and effective member watershed district and watershed management organizations board operations.
 - Offer comprehensive training for watershed district and watershed management organizations boards.
 - i. Provide training sessions at all Minnesota Watersheds events.
 - ii. Increase opportunities for the sharing of knowledge between members at Minnesota Watersheds events.

- iii. Maintain an up-to-date watershed handbook by reviewing the handbook annually and revising it as warranted.
- iv. Work collaboratively with ~~BWSR~~ [the Board of Water and Soil Resources](#) to provide regional training.
- v. Utilize the expertise, knowledge, and experience of Minnesota Watersheds staff and the Minnesota Association of Watershed Administrators in the development of education and training for watershed district and watershed management organization boards.

Supporting Resources

In addition to the Strategic Plan, Minnesota Watersheds has developed supporting resources for its governance and management. The Bylaws and Manual of Policy and Procedures will be reviewed annually and updated as necessary. The Minnesota Watersheds Board of Directors can update all documents except the bylaws which require adoption by the membership. For the most up-to-date versions of these documents, visit [Minnesota Watersheds \(mnwatersheds.com\)](#) [www.mnwatershed.org](#).

Bylaws

Bylaws are the written rules for conduct of the organization. The Bylaws can be found [here](#).

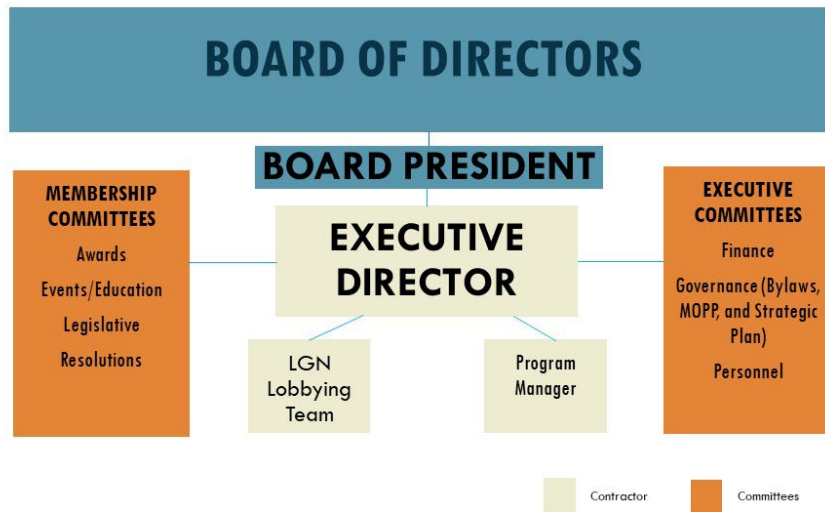
Manual of Policy and Procedures

The Manual of Policy and Procedures is designed to regulate all major decisions, actions, and principles of Minnesota Watersheds. The Manual of Policy and Procedures can be found [here](#).

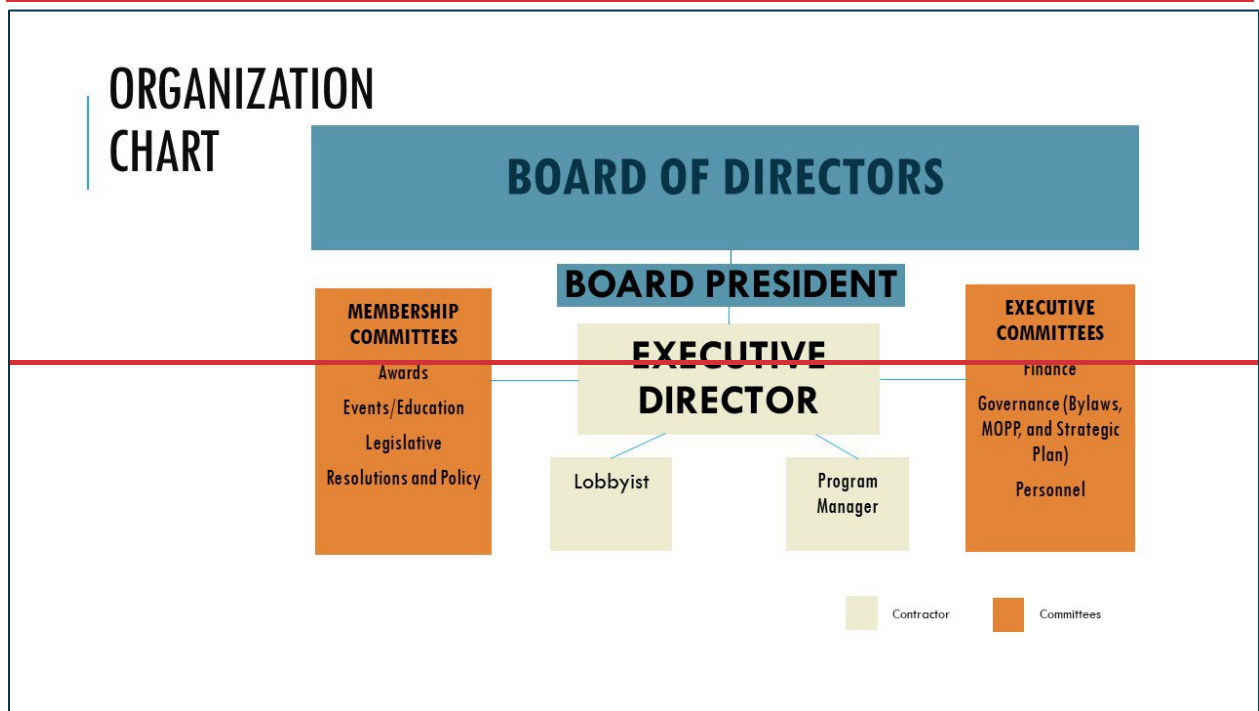
Organizational Chart

An organizational chart shows the chain of command within an organization and can be found below.

ORGANIZATION CHART



ORGANIZATION CHART



Board of Directors Annual Work Plan

The Board of Directors Annual Work Plan was developed based on the goals, objectives, strategies, and tactics identified in the Strategic Plan, as well as the day-to-day operations described in the Manual of Policy and Procedures.



Minnesota Watersheds Board of Directors 2025 Work Plan

Purpose	The Minnesota Watersheds Board of Directors will work with the Executive Director to ensure the Bylaws, Manual of Policies and Procedures (MOPP), and Strategic Plan of the organization are kept up to date and adequately guide the organization.
Tasks	<p>Goal 1. Fortify the infrastructure to ensure reliable delivery of services</p> <ul style="list-style-type: none"> • Work together to ensure daily operations align with the Bylaws, MOPP, and Strategic Plan. • Review the Communication Plan annually • Provide funding for website maintenance • Provide funding for a platform for data sharing • Support the committee framework as described in the Strategic Plan • Read weekly communication • Review recommendations from committees <p>Goal 2. Build a watershed community that supports one another</p> <ul style="list-style-type: none"> • When requested, meet individually with non-members to address concerns with the goal of increasing membership • Provide for and participate in the Legislative meeting, Summer Tour, and Annual Conference <p>Goal 3. Serve as a liaison to collaborate with statewide agencies and associations</p> <ul style="list-style-type: none"> • Support the work of the executive director to strengthen the working relationship with the Board of Water and Soil Resources and the Minnesota Association of Watershed Administrators • Support the executive director’s attendance at Board of Water and Soil Resources, Clean Water Council, and Drainage Work Group meetings • Support opportunities to partner with the Local Government Water Roundtable, Red River Watershed Management Board, and other entities <p>Goal 4. Ensure strong legislative policies are in place for watershed management</p> <ul style="list-style-type: none"> • Ensure the legislative platform is provided to all member organizations • Support the executive director’s work with representatives on the Board of Water and Soil Resources and Clean Water Council • Provide for lobbying services <p>Goal 5. Enhance the skills of watershed district and watershed management organization boards</p> <ul style="list-style-type: none"> • Provide for watershed handbook maintenance • Provide funding for training opportunities at Minnesota Watersheds events
Meeting Logistics	The Minnesota Watersheds Board of Directors will meet in person at the Legislative event, Summer Tour, and Annual Conference. They will meet as needed throughout the remainder of the year.

Minnesota Watersheds Representatives Expectations for Support and Advocacy

Goal 4 of the Minnesota Watersheds Strategic Plan is to ensure strong legislative policies are in place for watershed management. Objective 2 under this goal is to articulate clearly defined legislative policies so members and Minnesota Watersheds representatives can accurately state our positions.

At the 2023 Annual Business Meeting, the membership adopted a comprehensive platform of clearly defined policies that was developed in partnership with the Minnesota Association of Watershed Administrators and the Resolutions Committee. Tactic 2 under this objective is to draft expectations for support and advocacy for Minnesota Watersheds representatives that serve on the Board of Water and Soil Resources (BWSR) Board, Clean Water Council (CWC), and Local Government Water Roundtable (LGWRT).

Review of the BWSR and CWC websites indicates that each entity is supported by several committees. These committees meet at least annually. However, there is little or no interaction between the watershed representatives on these committees and the Minnesota Watersheds Executive Director.

To improve communication, watershed representatives on the BWSR Board, CWC, and LGWRT are asked to inform the Minnesota Watersheds Executive Director in advance of each committee and monthly board meeting. If necessary, the representative(s) and Minnesota Watersheds Executive Director will meet to discuss agenda items to ensure our position(s) on a topic or topics is accurately presented. The watershed representative will take meeting notes and follow up with the Minnesota Watersheds Executive Director after each meeting. Updates will be provided to the Minnesota Watersheds Board of Directors when requested.

BWSR Committees	Watershed Representative
Administrative Advisory	
	Joe Collins
	Jill Crafton
	LeRoy Ose
Audit and Oversight	
	Joe Collins
Buffers, Soils, and Drainage	
	LeRoy Ose
Dispute Resolution	
	Joe Collins
Grants Program and Policy	
	Jill Crafton
	LeRoy Ose
RIM Reserve	
	LeRoy Ose
Water Management and Strategic Plan	
	Joe Collins
Wetland Conservation	
	Jill Crafton
Drainage Work Group	
	None

Clean Water Council Committees	Watershed Representative
Budget and Outcomes	
	None
Policy	
	Marcie Weinandt
Steering	
	None

Tactics Timetable

The Tactics Timetable¹ was developed based upon priorities determined by the Strategic Plan Committee and recommended to the Minnesota Watersheds Board of Directors as follows: ~~annual work plan for the Minnesota Watersheds Board of Directors~~; two-year work plan for the Executive Director²; ~~and five- and 10-year work plans~~ based on work accomplished. This is done to better ensure accomplishing the goals and setting expectations for member watershed districts, watershed management organizations, the Minnesota Watersheds Board of Directors, and the Executive Director.

Goal 1. Fortify the infrastructure to ensure reliable delivery of services	Start Date	Completed	Process	2025 Hours	2026 Hours
Tactics					
<i>Governance and Management</i>					
Confirm, each month, that Board of Directors actions reflect the Strategic Plan (#8 priority)	1/1/2023		Staff review	5	5
Staff review and recommendations for major policies or expenditures	1/1/2023		Staff review	12	12
<i>Communication</i>					
Maintain a communication plan (#3 priority)	3/7/2023	5/22/2023	Staff development Board approval	8	8
Adhere to a consistent process for newsletter development and distribution	1/1/2023		Staff development	75	75
Distribute meeting packets directly to members	1/1/2023		Board approval	2	2
Post agendas on website	1/1/2023		Board approval	2	2
<i>Technological Resources</i>					
Maintain website	1/1/2023		Board approval Staff development	15	15
Work with Minnesota Association of Watershed Administrators to launch a platform for data sharing (#6 priority)	2/15/2023		Board approval Staff development	20	20
<i>Committees</i>					
Events-Education	1/1/2023		Co-chairs and staff	15	15
Resolutions	4/12/2023		Co-chairs and staff	19	19
Awards	8/1/2023		Co-chairs and staff	1	1
Legislative	6/7/2023		Co-chairs and staff	9	9
Finance	8/5/2023		Co-chairs and staff	6	6
Governance (Bylaws-MOPP and Strategic Plan)	1/1/2023		Co-chairs and staff	19	19
Personnel			Executive Committee	0	0

¹ Hours in the Tactics Timetable are ESTIMATED.

² In addition to the information contained in the Tactics Timetable, the Executive Director also carries out the daily operations of Minnesota Watersheds as shown in the table on page 10. The Tactics Timetable and Daily Operations tables together form the two-year Work Plan for the Executive Director. All hours are ESTIMATED and based on an average time commitment of 1,750 hours per year ~~40-hour work week containing 2,088 work hours.~~

Goal 2. Build a watershed community that supports one another	Start Date	Completed	Process	2025 Hours	2026 Hours
Tactics					
<i>Enhance member engagement through inclusivity</i>					
Retain Minnesota Watersheds as the name of the organization (#7 priority)	1/1/2023	3/14/2023	Membership approval	0	0
<i>Grow membership (#5 priority)</i>					
Develop and share membership services information	2/2/2023		Staff development	2	2
Meet individually with non-members to address concerns and increase membership	12/23/2022		Staff development Partnership with MW BOD & MAWA	10	10
<i>Expand participation at Minnesota Watersheds events</i>					
Legislative Meeting	1/4/2023		Staff and committee	25	25
Summer Tour	2/2/2023		Staff and committee	60	60
Annual Conference	4/12/2023		Staff and committee	120	120

Goal 3. Serve as a liaison to collaborate with statewide agencies and associations	Start Date	Completed	Process	2025 Hours	2026 Hours
Tactics					
<i>Increase collaborative efforts between Board of Water and Soil Resources and Minnesota Watersheds (#4 priority)</i>					
Strengthen the working relationship with BWSR by identifying points of contention, developing a plan to address, and reduce concerns	1/1/2023		Staff development	50	50
<i>Identify Opportunities to Partner to Promote Watershed Management</i>					
Attend Board of Water and Soil Resources, Clean Water Council, and Drainage Work Group meetings and provide updates (#10 priority)	1/1/2023		Staff attendance	200	200
Strengthen partnership with Minnesota Association of Watershed Administrators through the Executive Director's attendance at Minnesota Association of Watershed Administrators meetings and collaboration on education opportunities at Minnesota Watersheds' events	1/1/2023		Staff attendance	60	60
Increase opportunities to partner and track collaboration with Minnesota Association of Soil and Water Conservation Districts, League of Minnesota Cities, Local Government Water Roundtable, Association of Minnesota Counties, and Red River Watershed Management Board	1/1/2023		Staff development	65	65

Goal 4. Ensure strong legislative policies are in place for watershed management	Start Date	Completed	Process	2025 Hours	2026 Hours
Tactics					
<i>Develop Comprehensive Platform of Policies</i>					
Maintain a comprehensive legislative platform (#1 priority)	3/9/2023	12/1/2023	Staff development Partnership with MW BOD & MAWA	5	5
Draft expectations for representatives on BWSR board, CWC, LGWRT			Staff development Partnership with MW BOD & MAWA	25	25
<i>Identify Legislative Issue Impacting Members (#2 priority)</i>					
Support legislation that promotes watershed management	1/1/2023		Staff time	40	40
Fend off legislation that limits abilities to protect and restore water resources	1/1/2023		Staff time	40	40
Ensure lobbyist(s) have clear direction on legislative priorities	1/1/2023		Staff time	75	75
Align workload with the resources set aside for lobbying and manage member expectations			Staff time	20	20
<i>Evaluate Current Resolutions and Legislative Platform Process (#2 priority)</i>					
Identify alternative methods, adopt revised process, or reaffirm current process			Staff development Partnership with MW BOD & MAWA	5	5

Goal 5. Enhance the skills of watershed district and watershed management organization boards	Start Date	Completed	Process	2025 Hours	2026 Hours
Tactics					
<i>Offer comprehensive training for watershed district and watershed management organization boards</i>					
Maintain an up-to-date watershed handbook by reviewing it annually and revising it as warranted (#9 priority)	1/1/2023	10/2/2023	Staff development Partnership with MW BOD & MAWA	65	65
Work with BWSR on regional training				25	25
Utilize the expertise of staff and Minnesota Association of Watershed Administrators in the development of education and training for watershed officials (#11 priority)	3/7/2023		Staff development in partnership with MAWA	10	10

				2025 Hours	2026 Hours
				1110	1110
Administration	1/1/2023			259	259
General Communication	1/1/2023			300	300
MW Board Meetings	1/13/2023			68	68
Meetings with Program Manager	1/3/2023			13	13
TOTAL HOURS				1750	1750



Memorandum

DATE: October 31, 2024
TO: Minnesota Watersheds Members
FROM: Legislative Committee Co-Chairs Gene Tiedemann, Red Lake WD and Michelle Overholser, Yellow Medicine River WD
RE: **Proposed Legislative Platform Changes**

At the 2024 Annual Conference, the membership adopted its first Legislative Platform that outlines positions on legislative matters and serves as the foundation for our organization to support or oppose various local, state, and federal legislation. The membership requested that this document be reviewed annually.

With that directive, the Minnesota Association of Watershed Administrators (MAWA) Legislative Platform Committee met in May, reviewed the document, and made recommendations for consideration at the joint meeting of the Legislative and Resolutions Committees. The Legislative and Resolutions Committees met jointly on June 21 to review the changes suggested by the MAWA Legislative Platform Committee and to discuss changes they believed to be necessary. The following proposed revisions are recommended by the three committees referenced previously.

Proposed Revisions

- Many of the proposed changes are minor wordsmithing.
- Clarification of what the legislative platform is based upon was added.
- An “Emerging Issues” section was incorporated.
- Committee members made several recommendations for additional issues under the Drainage, Water Quality, Agency Relations, and Natural Resources categories.
- A results section was added to the document.

Questions regarding the Legislative Platform and/or the proposed revisions should be directed to Gene Tiedemann (gtiedemann@rrv.net), Michelle Overholser (michelle.overholser@ymrwd.com), or Jan Voit (jvoit@mnwatersheds.org).



MINNESOTA WATERSHEDS

Connecting People. Protecting Water.

~~2024 LEGISLATIVE~~ ~~PLATFORM~~ 2025 LEGISLATIVE PLATFORM

Abstract

This document articulates clearly defined legislative policies so members and Minnesota Watersheds representatives on the Board of Water and Soil Resources Board, Clean Water Council, and Local Government Water Roundtable can accurately state our positions.

Adopted December ~~1, 2023~~ 6, 2024

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Purpose

Minnesota Watersheds represents both watershed districts and watershed management organizations (collectively referred to as Watersheds). That representation underscores the necessity of protecting Watershed powers, duties, and planning responsibilities on a watershed basis.

This legislative platform outlines Minnesota Watersheds positions on legislative matters and serves as the foundation for our organization to support or oppose various local, state, and federal legislation. The legislative platform is based on adopted resolutions and emerging issues as identified by the MAWA Legislative Platform Committee and the Minnesota Watersheds Resolutions and Legislative Committees and adopted by the membership. It also ~~is designed to articulate~~ clearly articulate defined legislative policies so members and Minnesota Watersheds representatives on the Board of Water and Soil Resources Board, Clean Water Council, and Local Government Water Roundtable can accurately state our positions.

Emerging Issues

New or developing problems or concerns may arise that require attention before or during the legislative session. Those problems or concerns likely have not been addressed through the resolutions process, may or may not be identified in the legislative platform, but will need to be addressed by the lobbying team and executive director through attendance and meetings, written comments, testifying at hearings, or legislation. Flexibility is necessary so that the lobbying team and executive director can be proactive on behalf of Minnesota Watersheds with state agencies, non-governmental organizations, and at the legislature.

The Minnesota Watersheds Manual of Policy and Procedures states: In the event legislation or state agency policy is introduced that may cause harm to Minnesota Watersheds members and there is no policy adopted by Minnesota Watersheds on the issue, the Minnesota Watersheds Board of Directors may review the legislation or policy and adopt a temporary position on the issue on behalf of the organization. The policy position will be in effect until the next annual resolutions hearing. At that time, the membership must review the policy position and vote on whether it should become a permanent policy position or should expire.

Finance

Watershed ~~organization~~s are tasked with many responsibilities by Minnesota statute and ~~the~~ local priorities are set by their boards. To effectively perform those duties, adequate funding is necessary. Although some Watersheds have levy authority, there are many other avenues of funding that are important for achieving local water management, as well as water quality and quantity goals.

1. Capacity

- a. Support Clean Water Funds for implementation, not capacity (Resolution 2021-01A and B)
- b. Support capacity funding for watershed districts (Resolution 2021-02)
- c. Support General Fund repayment of Soil and Water Conservation District capacity funds to the Clean Water Fund

2. Grant Funding

- a. Support metro watershed-based implementation funding for approved 103B plans only (Resolution 2021-07)

- b. Support a more equitable formula for watershed-based implementation funding in the metro
- c. Lobby for watershed-specific grant funding

Urban Stormwater

Watersheds and land use management partners work to reduce polluted stormwater runoff and/or increase infiltration from urbanization and hard surfaces. Many Watersheds in the state have adopted regulatory standards and/or official controls to successfully manage urban stormwater when land alterations occur. Watersheds also implement a variety of urban stormwater management practices to treat runoff before it enters our lakes, streams, and wetlands.

1. Stormwater Quality Treatment

- a. Support limited liability for certified commercial salt applicators (Resolution 2022-02)
- b. Support, partner/collaborate with a municipal separate storm sewer system (MS4s municipal separate storm sewer system) (if/where appropriate) in permit compliance activities
- c. Support the use of green infrastructure and minimizing impervious surfaces, where practical, in urban development and planning
- d. Where it may exist, support removing duplication of urban stormwater regulatory standards and controls
- e. Support the rescission of the Department of Labor and Industry/Plumbing Board Final Interpretation of Inquiry PB0159, storm drainage surcharge to return to common engineering practice for stormwater pond design

2. Water Reuse

- a. Support ~~creation of a~~ Stormwater Reuse Task Force and for the Minnesota Department of Health to complete a review process (Resolution 2022-01)
- b. Support efforts to clarify and simplify State Plumbing Board rulings and requirements to facilitate more reuse of rainwater/stormwater

Water Quantity

Watersheds are directed by statute to conserve the natural resources of the state by land use planning, flood control, and other conservation projects. Specific purposes refer to flood damage reduction, stream flows, water supply, and drainage ditch systems, as well as to identify and plan for effective protection and improvement of surface water and groundwater, and to protect and enhance fish and wildlife habitat and water recreational facilities. Numerous past, present, and future legislative initiatives have affected how water quantity issues are managed at the local level. This very broad-based topic includes management of the volume of water (drought, flooding, water supply), the flow of water (drainage, storm water, channel restoration, habitat), and recreational al (lakes, rivers, wetlands) activities like fishing, boating, and hunting.

1. Drainage

- a. Support the current statutory requirements for notification and coordination in the development of petitioned repairs, drainage improvement projects, and new drainage systems

- b. Support the addition of a classification for public drainage systems that are artificial watercourses (~~Resolution 2019-02~~)
 - c. Seek increased support for and participation in the Drainage Work Group (Resolution 2022-03)
 - d. Oppose the drainage registry information portal
 - e. Oppose incorporating increased environmental, land use, and multipurpose water management criteria (M.S. 103E.015 requirements)
 - f. ~~Comply with the legislative mandate to review outlet adequacy and notification requirements in the Drainage Work Group~~
 - g. Support new legislation modeled after HF2687 and SF2419 (2018) regarding DNR Department of Natural Resources regulatory authority over public drainage maintenance and repairs (Resolution 2023-03)
 - h. Oppose mandatory Environmental Assessment Worksheets for drainage projects
 - i. Investigate ways of maintaining water flow during periods of drought and to explore opportunities for aquifer recharge.
2. Funding
- a. Obtain stable funding for flood damage reduction and natural resources enhancement projects (Resolution 2022-05)
 - b. Clarify county financing obligations and/or authorize watershed district general obligation bonding for public drainage projects (~~Resolution 2019-04~~)
3. Flood Control
- a. Support crop insurance to include crop losses within impoundment areas (Resolution 2021-05)
 - b. Seek action for streamlining the ~~DNR~~ Department of Natural Resources Flood Hazard Mitigation Grant Program (Resolution 2023-04)
4. Regulation
- a. Support temporary water storage on Department of Natural Resources wetlands during major flood events (Resolution 2020-04)
 - b. Support managing water flows in the Minnesota River Basin (statewide) through increased water storage and other strategies and practices (~~Resolution 2019-03~~)
 - c. Work with Minnesota Department of Transportation to support flood control and how to handle increased water volume issues along state and federal highway systems (example from Bemidji district of ~~MnDOT~~ the Minnesota Department of Transportation)
5. Policy
- a. Support funding for watershed-based climate resiliency projects and studies
 - b. Support funding for best management practices that protect and enhance groundwater supply

Water Quality

Protecting and improving the quality of surface and ground water in our Watersheds is an essential component of managing water resources on a watershed basis.

1. Lakes

- a. Support limiting wake boat activities (Resolution 2022-06)
- b. Support designation change and research needs for the Chinese Mystery Snail (~~Resolution 2019-07~~)
- c. Support temporary lake quarantine authorization to control the spread of aquatic invasive species (~~Resolution 2017-02~~)
- d. Support streamlining permit applications for rough fish management
- e. Support dredging as a best management practice to manage internal phosphorus loads in lakes

2. Wetlands

- a. Support a statutory requirement for water level control structures in wetland restorations and wetland banks
- b. Support federal, state, and local funding for wetland restoration and protection activities
- c. Seek clarification of the statutorily modified definition of wetlands and the effects on watershed implementation of the Wetland Conservation Act (Minnesota Laws 2024, Chapter 90, Article 3, section 77)

3. Rivers and Streams

- a. Support a statutory deadline for Department of Natural Resources Public Waters Work Permits (45-60 days)
- b. Support automatic transfer of public waters work permits to Watersheds (M.S. Chapter 103G.245 Subd.5)

4. Policy

- a. Support funding for watershed-based climate resiliency projects and studies
- b. Support funding for best management practices that protect groundwater quality

Watershed Management and Operations

Protecting, enhancing, defending, and supporting existing Watershed statutory powers, duties, and planning responsibilities is necessary for effective and efficient watershed management and operations. Specific Watershed powers, duties, and planning responsibilities are contained in Minnesota Statutes [Chapter 103B](#) and [Chapter 103D](#).

1. Watershed Powers

- a. Support and defend eminent domain powers for watershed districts
- b. Support Watershed powers to levy property taxes and collect special assessments
- c. Support a watershed district's power to accept the transfer of drainage systems in the watershed; to repair, improve, and maintain the transferred drainage systems; and to construct all new drainage systems and improvements of existing drainage systems in the watershed
- d. Support a Watershed's power to regulate the use and development of land within its boundaries

2. Watershed Duties

- a. Support a Watershed's duty to initiate projects
- b. Support a Watershed's duty to maintain and operate existing projects

- c. Support increased flexibility in the open meeting law (Resolution 2023-05)

3. Watershed Planning

- a. Support a Watershed's ability to jointly or cooperatively manage and/or plan for the management of surface and ground water
- b. ~~Support watershed autonomy during and following a One Watershed, One Plan development process~~
- c. Support the connection between watershed-based implementation and funding
- d. Support development of a soil health goal for metropolitan watershed management plans (Resolution 2020-03)
- e. ~~Support Education-education~~ and outreach to encourage formation of watershed districts in unserved areas (Resolution 2023-06)

Agency Relations

Watershed organizations work with many federal and state agencies to accomplish their mission. While relationships vary from administrative to funding and regulatory, agency policies and procedures can have a major impact on Watershed operations and projects. Maintaining strong, positive relations and ensuring Watersheds have a role in policy making is key to successful watershed management and operations.

1. Advocacy

- a. Require a 60-day review periods before state agencies adopt new policies related to water and watershed management (Resolution 2021-06)
- b. Increase collaborative efforts between Minnesota Watersheds and all state agencies involved in water management

2. Representation

- a. Support watershed district managers being appointed, not allowing county commissioners to serve as managers

3. Regulation

- a. Streamline the Department of Natural Resources permitting process by increasing responsiveness, decreasing the amount of time it takes to approve permits, providing a detailed fee schedule prior to application, and conducting water level management practices that result in their reaction more quickly to serious, changing climate conditions (~~Resolution 2019-01~~)
- b. Require watershed district permits for all state agencies (Resolution 2023-01)
- c. Oppose mandatory Environmental Assessment Worksheets for drainage projects

Regulations

Watershed representation on state and local panels and committees and the ability for Watersheds to regulate development and use of land within the organization's boundaries without prohibitive regulatory restrictions is necessary.

- a. Oppose legislation that forces spending on political boundaries (~~Resolution 2019-06~~)
- b. Support the ability to appeal public water designations (Resolution 2020-01)
- c. Seek Watershed membership on Wetland Technical Evaluation Panels (~~Resolution 2019-05~~)

Natural Resources

Minnesota Statutes direct Watersheds to conserve the natural resources of the state. Some of the purposes listed in statute are to conserve water in streams and water supply, alleviate soil erosion and siltation of water courses or water basins, regulate improvements by riparian property owners of the beds, banks, and shores of lakes, streams, and wetlands for preservation and beneficial public use; protect or enhance the water quality in water courses or water basins; and protect and preserve groundwater resources.

1. Planning

- a. Ensure timely updates to Wildlife Management Area plans (~~Resolution 2018-06~~)
- b. Support Watershed inclusion in development of state plans (i.e., Prairie Plan, State Water Plan, etc.) related to water and watershed management

2. Policy

- a. Support funding for climate resiliency
- b. [Seek clarification in the statutory language regarding funding for and updating the public waters inventory \(Minnesota Laws 2024, Chapter 116, Article 3, section 47\)](#)

3. Habitat

- a. Clarify buffer rule issues
- b. Support funding to reduce erosion and sedimentation
- c. Support funding for the enhancement, establishment, and protection of stream corridors and riparian areas
- d. Support funding for the enhancement and protection of habitats

2024 Results

This section will document when an issue is resolved.

Water Quantity

Drainage

- Comply with the legislative mandate to review outlet adequacy and notification requirements in the Drainage Work Group
 - During the 2023 legislative session (Minnesota Laws 2023, Chapter 60, Article 5, section 21), BWSR and the DWG were directed by the legislature to evaluate and develop recommendations on the definition and application of outlet adequacy as provided in M.S. Chapter 103E.261 and public notice requirements for drainage activities, including a drainage registry portal. The report was developed during DWG meetings following the 2023 legislative session. The report was submitted to the legislature on February 1, 2024 as required by the statutory language.

Watershed Management and Operations

Watershed Planning

- Support watershed autonomy during and following a One Watershed, One Plan development process
 - Changes were made to clarify and modernize M.S. Chapter 103D during the 2024 legislative session (Minnesota Laws 2024, Chapter 90, Article 3, section 42). M.S. Chapter 103D.401 was clarified that a watershed district maintains the authority to adopt a plan even when participating in a comprehensive watershed management planning program under section 103B.801 (One Watershed, One Plan/1W1P).



Memorandum

DATE: October 31, 2024
TO: Minnesota Watersheds Members
FROM: Bylaws-MOPP Committee Co-chairs Linda Vavra and Jamie Beyer, Bois de Sioux WD
RE: **Proposed Bylaws Changes**

The Bylaws Committee met on October 14 to discuss proposed Bylaws changes. The proposed changes were also discussed at the Minnesota Watersheds Board of Directors (Board) meeting on October 28. The proposed changes are shown in track changes throughout the document.

- Several small additions and corrections are recommended for clarification.
- The date on the document is updated.
- The language in the quorum section was revised to provide clarification for the number of delegates each member organization appoints, as well as how a quorum is established.
- Article VI regarding committees is added so the Bylaws are in line with the change in committee makeup that was made through the Strategic Plan.

Questions regarding these proposed changes should be directed to Linda Vavra at lvavra@fedtel.net, Jamie Beyer at <mailto:bdswd@runestone.net>, or Jan Voit jvoit@mnwatersheds.com.

BYLAWS

MINNESOTA ASSOCIATION OF WATERSHED DISTRICTS, INC.

Doing business as Minnesota Watersheds

St. Paul, Minnesota

ARTICLE I.

Offices and Corporate Seal

- 1.1 Official Name. The official name of the corporation is the Minnesota Association of Watershed Districts, Inc., which conducts business under the registered assumed name of, and is hereinafter referred to as, Minnesota Watersheds.
- 1.2 Purpose. The purpose of Minnesota Watersheds is to provide educational opportunities, access to information resources, interface with other agencies, facilitate tours, meetings, and lobby on behalf of members. Additionally, Minnesota Watersheds will facilitate the exchange of information to help members better comply with governmental regulations and laws while offering an informed interface with the community or communities being served. Minnesota Watersheds will work to secure the capacity of its members to implement their statutory powers and purposes.
- 1.3 Organized. The corporation is organized as a 501(c)(4) organization. Notwithstanding any provision of the Articles of Incorporation or Bylaws which may be interpreted to the contrary, Minnesota Watersheds shall not authorize or undertake any actions which jeopardize its status as a 501(c)(4) organization.
- 1.4 Office. The registered office of the corporation shall be designated by the Board of Directors.
- 1.5 Corporate Seal. The corporation shall have no corporate seal.
- 1.6 Manual of Policy and Procedures. The Board of Directors has established a management document identified as the Manual of Policy and Procedures to support the orderly and timely details of regular operation. It may be revised at any time by a majority vote of the Board of Directors.

ARTICLE II.

Membership

- 2.1 Membership. Each dues-paying watershed district or watershed management organization duly established and in good standing pursuant to Minnesota Statutes, Chapter 103B or 103D, shall be entitled to membership in this corporation.
- 2.2 Delegates. Alternates. When a watershed district or watershed management organization becomes a member of this corporation, it shall designate from among its board members two delegates to represent it in this corporation. In addition, each member may designate alternate delegates to represent such member in the absence of any originally designated delegate. Thereafter, each member shall annually designate its delegates and alternate delegates so long as it remains a member in good standing of this corporation.

- 2.3 Termination of Membership. Any member that has failed to pay its dues is not in good standing and shall be stricken from the membership roll.
- 2.4 Resignation of Member. Any member may withdraw from this corporation effective immediately by notifying the secretary in writing. Regardless of the date of termination, there shall be no refund of the annual dues paid by the member.

ARTICLE III.

Meetings of Membership

- 3.1 Annual Business Meeting. An annual meeting of this corporation shall be held to transact such business as shall properly come before them. Notice of the time and place of such annual meeting shall be mailed, either physically or electronically, by the secretary to all members at least thirty (30) days in advance thereof.
- 3.2 Special Meeting. Special meetings of the members of the corporation shall be called by the president upon request of a majority of directors of the Board of Directors or upon the written request of one-third of the members of the corporation in good standing. This request shall be in writing addressed to the president or the secretary of the corporation. Within thirty days of receipt of said request, the Board of Directors ~~shall, shall~~ mail (either physically or electronically) notice of said special meeting to all members. This notice shall state the objective of the meeting and the subjects to be considered.
- 3.3 Quorum. ~~A majority of Each dues-paying watershed district or watershed management organization may appoint the up to two delegates (two per member). shall constitute a quorum for the transaction of business. A quorum consists of the majority of the delegates registered at the annual conference and in attendance irrespective of whether some have departed. Once a quorum has been established there shall be no further question as to the quorum.~~
- 3.4 Voting. Any action taken by the members shall be by majority vote of the delegates present unless otherwise specifically provided by these Bylaws. Each member shall be entitled to one (1) vote for each delegate present.

ARTICLE IV.

Board of Directors

- 4.1 General Powers. The business activities of the corporation shall be directed and managed by the Board of Directors. The Board of Directors shall be authorized to pay officers and directors of the corporation per diem allowances and expenses as may from time to time be submitted to the Board of Directors, and such other expenses as may from time to time be necessary for the furtherance of the corporation's business, consistent with the rate and provisions of watershed board member per diem allowances and expense reimbursement provided in state law. The Board of Directors is authorized to hire and/or contract for services needed.
- 4.2 Directors to be Elected by Regions. For the purpose of election of the Board of Directors, members are grouped into three regions; three Directors shall be elected from each region, with staggered three-year terms. Members from each region shall elect one director for a three-year term at the annual business meeting of ~~the Association~~ Minnesota Watersheds. No watershed district or watershed management organization shall have more than one board member elected to be a Director on the Board of Directors of the ~~Corporation~~ corporation. In the event of a vacancy on the Board of Directors, the Board of Directors may appoint a member for the remaining term from a watershed district or watershed management organization with an existing representative on the

Board of Directors if there are no other candidates from the region requesting appointment to the position. In the event a vacancy is filled by the Board of Directors, such appointment shall be submitted to the regional caucus for approval at the next regional caucus meeting. Regional caucuses shall elect a Chairman and Recording Secretary report the election results to the Convention at a designated time. The member watershed districts and watershed management organizations present at the Regional Caucus meeting shall have full authority to elect a Chairman, Recording Secretary, and representatives to the Board of Directors.

- 4.3 Regions. The Board of Directors may re-align the regions or the members contained therein, it being the intent and purpose that each region contain the approximate same number of members. Any watershed district or watershed management organization in Minnesota not presently a member of this corporation, upon admission to membership, will be assigned to a region by the Board of Directors. Regional membership shall be listed in the Manual of Policy and Procedures.
- 4.4 Number, Qualification, and Term of Office. The number of directors constituting the ~~board~~Board of Directors shall be nine. Each director elected at the annual meeting shall be elected for a three-year term. Directors shall be on the board of a watershed district or watershed management organization that is a member in good standing of this corporation.
- 4.5 Vacancies. If there be a vacancy among the officers of the corporation or among the directors by reason of death, resignation, termination of membership, or removal as provided by law, the Articles of Incorporation, or these Bylaws, or otherwise or for non-excused absences for three consecutive meetings, such vacancy shall be filled by the Board of Directors until the next Annual Meeting of ~~the Association~~Minnesota Watersheds.
- 4.6 Removal of Directors~~by Members~~. At a special meeting of the Board of Directors called solely for that reason, the notice of which meeting shall have been given in writing to members of ~~this board~~the Board of Directors at least thirty days prior thereto and not more than fifty days prior thereto, a super majority of seven members of ~~this board~~the Board of Directors may remove one or more directors from their term of office without cause.
- 4.7 Meetings, Actions. The Board of Directors shall hold the annual meeting of the Board of Directors immediately after the annual meeting of the members of this corporation, and at such annual meeting shall elect the officers as above provided. Regular meetings of the Board of Directors shall be held at a time and place to be fixed by resolution or adopted by the majority of the Board of Directors.

The majority of the Board of Directors shall constitute a quorum. Directors may participate and vote in Board of Directors meetings by telephone or other electronic means approved by the Board in the Manual of Policy and Procedures.

Actions may be taken by a majority vote of those Directors present or participating by telephone or other electronic means approved by the Board in the Manual of Policy and Procedures. The ~~secretary~~Secretary of the ~~board~~Board of Directors, with the assistance of the executive director, shall give written or electronic notice to each director at least ~~ten (10)~~seven calendar days in advance of any regular or special directors' meeting. Special meetings may be called at the discretion of the President of the ~~board~~Board of Directors or upon demand in writing to the ~~secretary~~Secretary by three (3) directors of the Board of Directors.

- 4.8 Conflicts of Interest. Members of the Board of Directors shall act at all times in the best interests of the corporation. This means setting aside personal self-interest and performing their duties in

transacting the affairs of the corporation in such a manner that promotes public confidence and trust in the integrity, objectivity, and impartiality of the Board. No Director shall directly or indirectly receive any profit from his/her position as such, and Directors shall serve without remuneration other than as provided in Section 4.1 of these Bylaws for the payment for reasonable expenses incurred by them in the performance of their duties. The pecuniary interests of immediate family members or close personal or business associates of a director are considered to also be the pecuniary interest of the director.

- 4.9 Indemnification. All directors and officers of the corporation shall be indemnified against any and all claims that may be brought against them as a result of action taken by them on behalf of the corporation as provided for and subject to the requirements of Chapter 317A of Minnesota Statutes as amended.

ARTICLE V. Board Officers

- 5.1 Officers and Duties. There shall be four officers of the ~~board~~Board of Directors, consisting of a ~~president~~President, ~~vice~~Vice presidentPresident, ~~secretary~~Secretary, and ~~treasurer~~Treasurer. All officers shall be directors of the corporation. Their terms and duties are as follows:
- 5.2 President. The ~~president~~President shall serve a term of office of one year and may, upon re-election, succeed himself/herself for two additional successive terms. The ~~president~~President shall have the following duties:
- Convene and preside over regularly scheduled ~~and special board~~meetings of the Board of Directors and annual or special Minnesota Watersheds membership meetings.
 - Have general powers and duties of supervision and management as directed by the Manual of Policy and Procedures.
 - Appoint such committees as he/she shall deem necessary with the advice and consent of the Board of Directors.
- 5.3 Vice President. The Vice President shall serve a term of office of one year and may, upon re-election, succeed himself/herself for two additional successive terms. The Vice President shall have the following duties:
- Assume and perform the duties of the ~~president~~President in case of his/her absence or incapacity; and shall chair committees on special subjects as designated by the President.
 - Have general powers and duties of supervision and management as directed by the Manual of Policy and Procedures.
- 5.4 Secretary. The Secretary shall serve a term of office of one year and may, upon re-election, succeed himself/herself for two additional successive terms.

The Secretary shall be responsible for preparing and keeping all records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each ~~board member~~director, and assuring that corporate records are maintained.

- 5.5 Treasurer. The Treasurer shall serve a term of office of one year and may, upon re-election, succeed himself/herself for two additional successive terms.

The ~~treasurer~~Treasurer shall Co-chair the finance committee, maintain account of all funds deposited and disbursed, disburse corporate funds as designated by the Board of Directors, assist in the preparation of the budget, collect membership dues, and make financial information available to board members and the public.

ARTICLE VI.
Committees

6.1 Committees. Committee co-chairs shall be appointed by the Board of Directors. All committees shall have co-chairs.

ARTICLE VII.
Fiscal Year, Dues and Annual Review of Financial Procedures

6.17.1 Fiscal Year. The fiscal year of the corporation shall end on September 30 each year.

6.27.2 Membership Dues. Dues will be determined annually by the Board of Directors as specified in the Manual of Policy and Procedures.

6.37.3 Annual Dues. Annual dues shall be payable in January of each year. If a member's dues are not paid on or before April 30 of each year, such member's name shall be stricken from the membership roll. Reinstatement shall be upon such terms and conditions as prescribed by the Board of Directors.

The Board of Directors shall have the authority to suspend or defer dues of any newly organized watershed district or watershed management organization that joins this association until such member watershed district or watershed management organization is in actual receipt of its first authorized fund. The Board shall send out the annual dues statement with payment directed to the Minnesota Watersheds accounting firm. The Board of Directors may consider deferring, suspending, or reducing dues to new members or on an individual case basis when an appeal is made by a member because of hardship or funding problems.

6.47.4 Annual Review of Financial Procedures. The Board of Directors of this corporation shall provide for an annual review of financial procedures of all its resources and expenditures. A full report of such review and financial status shall be furnished at each annual meeting of the members. This review will be conducted by an auditing firm selected by the Board of Directors with experience in the field of government and water management. The review results shall be furnished to all members within forty-five days after receipt thereof by the Treasurer.

ARTICLE VIII.
Employees

7.18.1 Employees. At the discretion of and under the direction of the Board of Directors, Minnesota Watersheds may choose to hire and administer various employees. Their positions and job expectations shall be individually developed and included in the Manual of Policy and Procedures.

ARTICLE ~~VIII~~IX.
Resolutions and Petitions

8.19.1 Resolutions: The Co-Chairs of the Minnesota Watersheds Resolutions Committee will send a request for resolutions, along with a form for submission, to the membership at least three months prior to the annual Minnesota Watersheds membership meeting. Resolutions and their justification

must be submitted to the Minnesota Watersheds Resolutions Committee in the required format at least two months prior to the annual Minnesota Watersheds membership meeting for committee review and recommendation. The committee will present these resolutions and their recommendations to the Board of Directors and the Minnesota Watersheds membership at least one month prior to the start of the annual Minnesota Watersheds membership meeting. The Board of Directors may make additional recommendations on each proposed resolution through its board meeting process. This same procedure will be used when policy issues are to be considered at any special Minnesota Watersheds membership meeting.

8.29.2 Petitions: Any member or group of members may submit to the Board of Directors at any time a petition requesting action, support for, rejection of, or additional information on any issue of potential importance to the members. Such petitions require signed resolutions from at least 15 members before a special meeting of the membership will be convened.

ARTICLE IX. Chapters

9.110.1 Chapters. Members may form chapters to further the purposes stated in Article II of the Articles of Incorporation, to carry out policies of the Board of Directors, and to suggest policies for consideration by the Board of Directors.

ARTICLE XI. Rules of Order

10.111.1 Rules. When consistent with its Articles of Incorporation and these Bylaws, the ~~12th~~-current edition of Robert's Rules of Order Newly Revised shall ~~govern~~provide guidance to the proceedings of this corporation. For consistency in operation, a copy shall be available for consultation if requested at every scheduled meeting of the Board of Directors and Membership meetings.

ARTICLE XII. Amendments

11.112.1 Amendments. These Bylaws may be amended by a majority vote of the members of this corporation only as provided below.

11.212.2 Annual Meeting. At the annual meeting of the members of this corporation, the Bylaws may be amended by the majority of the members present if there is a quorum at said annual meeting and due notice has been given to the membership of the changes 30 days in advance of the meeting.

11.312.3 Special Meeting. These Bylaws may be amended by the members at a special meeting called for that reason but only by a majority vote of the entire membership of the corporation, and only if there has been thirty days' written notice to all members of such special meeting. Such special meeting may be called upon the request of one-third of the members of this corporation by notice in writing to the secretary or president, which notice shall ask for said special meeting and shall state the proposed Bylaws changes, and upon receipt of such request, the ~~secretary~~Secretary or ~~president~~President must send written, either by mail or electronically, notice of the meeting to the members of this corporation within thirty days of receipt of such request, which shall be not less than thirty days nor more than fifty days of the date of the written notice.