
Board of Directors' Guide

Lake Minnetonka Conservation District (LMCD)



An overview of the organization, legal requirements, roles, and business operations to help guide you in a successful leadership role in protecting Lake Minnetonka and all those who use it.

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LMCD Board Director

How it all happens

Congratulations on your appointment to the LMCD Board. The Lake Minnetonka Conservation District is governed by a voluntary Board of Directors composed of one member appointed by the City Councils of the 14 municipalities that border Lake Minnetonka. The Board provides direction for the organization, develops policies and initiatives, and helps build partnerships to conduct the mission of preserving and enhancing the “Lake Minnetonka experience.” Serving on the Board is a great way to guide the future of Lake Minnetonka; and help protect the Lake, the communities, and all those who enjoy it.

This **guide is intended to provide an overview of the organization, member roles, legal requirements, and other operational information** to help orient you in your important leadership role. Please note that this handbook is not all inclusive and may be updated periodically.

Your work makes a difference and is important to the residents, businesses, lake enthusiasts, cities, and all the agencies who are involved in its protection. We anticipate you will find your service meaningful and rewarding. Staff look forward to your participation on the team. If you have questions, please contact the Executive Director. **Thank you and welcome aboard!**

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Visit the LMCD website at www.lmcd.org or contact the LMCD Office to inquire about
available resources and information.

Section 1: About the LMCD

So much to know, so little time

The LMCD is a regional governmental agency consisting of fourteen-member cities with a boundary on Lake Minnetonka. Each city appoints a representative to serve on the Board, not only to represent the interest of the city, but keeping the short-term and long-term needs of Lake Minnetonka in mind.

The LMCD was created under Laws 1967, chapter 907 and Laws 1969, chapter 272 and is currently governed by Minn. Stat. §§ 103B.601 to 103B.645. The LMCD is a corporate and political body and a political subdivision of the state, Minn. Stat. § 103B.605. The LMCD is governed by a board composed of members appointed by the governing bodies of the municipalities under Minn. Stat. § 103B.611.

Member Cities Include:

Deephaven, Excelsior, Greenwood, Minnetonka, Minnetonka Beach, Minnetrista, Mound, Orono, Shorewood, Spring Park, Tonka Bay, Victoria, Wayzata, and Woodland.

“The LMCD provides a coordinated, balanced approach to managing Lake Minnetonka, providing consistent standards throughout the lake and eliminating duplication of services for the fourteen-member cities.” It provides a unique governance for a unique lake.

Mission Statement

The mission of the Lake Minnetonka Conservation District is to preserve and enhance the “Lake Minnetonka experience.” This is accomplished by providing leadership in protecting, improving, and managing lake use.

Vision Statement

Lake Minnetonka is a highly valued year-round asset with vibrant aesthetic, recreational, commercial, and natural qualities. These qualities and values will be protected and preserved for present and future generations.

Our Core Values

Accountability | Collaboration | Integrity | Leadership | Quality Results | Stewardship of the Lake

The Strategic Plan

Organizations often have a variety of paths that can be taken as part of doing business. Strategic plans are created to provide direction and ensure organizational alignment so the goals can be accomplished efficiently and effectively by focusing resources. They are useful tools to communicate the organization's goals and actions needed to achieve desired results, providing guidance to leadership and staff.

The LMCD periodically adopts Strategic Plans that often build on previous plans, successes and challenges. The LMCD adopted the Business Plan that includes the organization's Mission, Vision, Core Values, Strategic Priorities, and Outcomes. The Business Plan portion provides the performance measures and action plans established to meet the Strategic Plan. A Dashboard or other mechanism provides a high-level view of the progress made on the strategic priorities. These documents are provided available on the LMCD website.

We love the Lake—Keep up the good work! Jack, resident

Expectations At-A-Glance

The following list is an at-a-glance view of the basic board member time and commitments:

- Takes the Oath of Office at the new Directors first meeting, typically the first meeting of February. Completion of the new board of director orientation checklist will establish the preferred communications information.
- Attend two board meetings per month, the second and fourth Wednesdays of the month, at the City of Wayzata Community Room. Typically, there is no second meeting in November and December due to holidays. Other meetings may be cancelled during the year if agenda items can be batched to save time and money.
- Prepare for the meetings by:
 - Reading all agenda items and be ready for discussion at the meetings; and
 - Participating in discussions as appropriate and vote on agenda items.
- Participate in Committees and Workgroups as needed.
- Review and respond to license and permit applications and projects in your city.
- Respond to public inquiries regarding Lake concerns and refer to LMCD as appropriate.
- Provide periodic updates to the city about LMCD activities.
- Contact public officials regarding actions, initiatives, and legislation.
- Represent the LMCD's position for inquiries.

- Be an ambassador for Lake Minnetonka and LMCD; and
- Respond to staff regarding any inquiries, notice of attendance, or other business.

Overview of Functions

The board has authority and responsibility over several functions. The following is a highlight of those major functions.

1. **Self-governance.** Establishing policies and rules over its own governance such as meeting protocol, communications, appointment of committees and workgroups, etc.
2. **Legislation.** Developing and interpreting ordinances and policies on behalf of Lake Minnetonka. The Board also has the authority to direct the enforcement of these regulations.
 - a. Approval of codes and amendments.
 - b. Review of licenses, permits, variances and similar actions.
 - c. Review of scientific data, legal information, economic, environmental, or other supporting materials and information for decision making.
3. **Personnel.** Appointment of the Executive Director and position structure.
4. **Finances.** Oversee the organization's finances in consult with staff such as revenues, expenditures, contributions.
5. **Business Transactions.** Oversee general business transactions such as contracts, agreements, and general work activities.
6. **Community Leadership.** Providing leadership in representing the organization to cities, legislators, public agencies, special events, with individuals, and the public.



NEW MEMBER ITEMS

Each new board member will take and sign an **Oath of Office** at the member's first meeting.

In addition, the new board member will complete the LMCD New Board Member

Communications Preference Form. This will establish the preferred public contact information and method of receiving official materials. A copy of the form is included in the Appendix.

A **photo** will be taken for the LMCD website and communications.

"LMCD guides the use and the future of Lake Minnetonka in order to protect the Lake and all those who enjoy it."

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Section 2: About the Board

Just the basics...

This section is intended to provide the basic information to help with your orientation and transition to the board member role. If you have questions about functions that are not addressed, please contact the Executive Director or Chair.

Board Term

Each of the fourteen cities appoints a Board member to serve the interest of the Lake. The term of the Board Member is three years starting February 1 through January 31st. The city can rescind and reappoint throughout a term if needed.

Board Member Role

- Act as an ambassador for the LMCD and the Lake area community regarding the mission of the LMCD (usage, enjoyment, preservation of the Lake).
- Communicate effectively in all directions: with the LMCD staff; with the Board itself; with the member cities; with the public; other agencies; legislators; and the press when authorized, etc.
- Help strengthen relationships with all Lake area constituents and stakeholders.
- Actively and regularly communicate with your city (city council, mayor, planning commission, city manager/administrator, clerk) to keep them informed and solicit their ideas.
- Attend Board meetings, come prepared, arrive on time, etc.
- Participate actively in Board meeting discussions.
- Step into leadership roles in regular and special projects, as needed.
- Participate in District activities where possible.
- Avoid any conflicts of interest that may arise.
- Encourage monetary or volunteer contributions to Save The Lake.
- Comply with confidentiality requirements and judiciously with sensitive information.



EVOLUTION

As changes occur with the ecology and use of Lake Minnetonka, LMCD initiatives will also evolve to meet the needs of Lake and its stakeholders. As a result, this guide will also be updated periodically to reflect any changes.

Your perspective is important as we establish initiatives to guide the future of Lake Minnetonka. If you have questions or suggestions, please do not hesitate to contact the Chair or Executive Director.

Board Member Expectations

General Expectations

1. Support the LMCD's mission and vision.
2. Serve actively on committees and workgroups of the Board.
3. Attend activities and events sponsored by the LMCD whenever possible.
4. Provide feedback for the Executive Directors performance appraisal and the Board's self-appraisal.
5. Act as an ambassador for the LMCD and the Lake area community.
6. Communicate effectively in all directions: with the LMCD staff, the Board, member cities, the public, other agencies, and the media when authorized.
7. Help strengthen relationships with all Lake area constituents, stakeholders, and legislators.
8. Actively and regularly communicate with the city you represent to keep them informed and solicit their ideas.

Meetings

1. Prepare for and participate in the Board meetings and scheduled committee and workgroup meetings.
2. Ask timely and substantive questions at Board, committee, and workgroup meetings consistent with personal conscience, convictions, and ethics.
3. Participate in meetings in a professional manner that respects the diverse opinions of members and the public.
4. Support the majority decision on issues decided by the Board.
5. Maintain confidentiality of the Board's closed sessions and speak for the LMCD and Board only when authorized to do so.
6. Suggest agenda items for Board and committee meetings to ensure that significant policy-related matters are addressed.

Avoiding Conflicts

1. Serve the LMCD rather than any special interest group or constituency.
2. Avoid even the appearance of a conflict of interest that might compromise the Board or the LMCD and disclose any conflicts to the Board in a timely fashion.
3. Never accept or offer any favors or gifts from or to anyone who does business with the LMCD.

Fiduciary Responsibility

1. Exercise prudence and sound fiscal practices with the Board in the control of and transfer of LMCD funds.
2. Read and understand the LMCD's financial statements and audit reports and otherwise help the Board fulfill its fiduciary responsibility.

Fund Raising

1. Support the Save the Lake fund raising activities.

Staff Role

One role of the Executive Director and other staff is to carry out the execution of the applicable laws and policies for the organization. In cases where a potential violation could occur, staff will take preventive actions to make sure a violation does not occur. Please note that while the intentions are good-- to protect board members and the organization-- written communications tend to sound less personable so contact the Executive Director if you ever have concerns.

Another role of the staff is to ensure sufficient information is provided for the Board to make a reasonable decision about the matter. Depending on the complexity of the situation (environment, atypical shoreline, navigation, lake safety, riparian rights, etc.), the agenda item may be large. Additional staff time may be requested to provide the Board with the requested information. At times, legal counsel will be required to provide a legal opinion. Communication can be challenging based on the various ways individuals process information. If you have suggestions, please inform the Executive Director.

At times, an item needs to be completed in a prompt manner prior to the next available Board meeting. Staff may check with the Board Chair, Committees, or Workgroups for a timely recommendation. Where imminent health and life safety hazards exist, staff will consult with legal counsel and determine how best to approach a situation in a way to minimize damages. In those situations, contacts will be made with the Chair and information will be provided to the Board as soon as possible. Further, all efforts will be made to keep the Board informed of sensitive or potentially sensitive issues. Board Directors should contact the staff prior to Board meetings if there is a question about an agenda item or if additional items would like to be introduced at the board meeting. This presents a more efficient process and use of time for the Board.

Board Officers

There are four officers of the Board - Chair, Vice Chair, Secretary, and Treasurer. Each officer has certain responsibilities as established by the Bylaws and other policies.

- **Chair.** The Chair runs the meetings and works with the Executive Director on the Agenda items. The Chair works with the Executive Director to ensure the organization operates smoothly and meets its obligations. The chair also mentors Board members and acts as a primary Board spokesperson in external LMCD communications.
- **Vice Chair.** The Vice Chair will assume the duties of the Chair in the Chair's absence or upon request including leading Board Meetings. The Vice Chair may also be charged with special projects.
- **Secretary.** The Secretary reviews documents of the LMCD to ensure they are in general compliance with LMCD mission. The Secretary may also assist in reviewing the minutes prior to the Board review. The Secretary is back up to the Treasurer and will sign checks and assume

other duties as needed.

- **Treasurer.** The Treasurer reviews general financial recordkeeping for revenues and expenditures. The treasurer signs the checks along with the Executive Director twice a month to ensure bills are paid within 30 days as required by GASB accounting standards. Further, the Treasurer works with the Executive Director on financial matters, including budget and investments.

In February, the Board chooses Officers. A nominating committee, in accordance with Policy, is established in January to present their recommendations to the Board for consideration. It is dissolved after the officers are elected.

Committees & Workgroups

The Board periodically may choose to establish committee or workgroups to assist in the review of topics. When the Board desires to have additional information gathered on a particular issue or a specific task performed, the Chair may ask for volunteers to gather the information or assist in performing the tasks. Workgroups undertake ministerial or administrative tasks to assist the LMCD mostly in response to the fact the LMCD has limited staff. This small group of volunteers are not formally established, and are focused on completing a particular task, are not delegated any authority, are purely advisory back to the Board, and typically dissolve once the task is completed.

However, there are certain situations where a committee is preferred since it entails more formal processes and procedures. For Committees, the open meeting law must be followed regarding notification procedures and conducting its business, which is reviewed later in this handbook. If you would like to participate on a committee or Workgroup, please contact the Board Chair or the committee chair. While appointments are typically made during the beginning of the year, requests and adjustments may be made throughout the year or as needed. Other Committees or Workgroups may be created as needed. A summary of the current Committees and Workgroups is provided below.

Aquatic Invasive Species (AIS) Committee. The AIS Committee was established in 2021. This committee assesses the best means of preventing and managing AIS on Lake Minnetonka and makes recommendations to the Board of Directors. Several agencies are involved in AIS prevention and management, and the AIS Taskforce is one way to share ideas, resources, and best practices. The AIS Committee is comprised of the LMCD, Minnesota Department of Natural Resources (MNDNR), Minnehaha Creek Watershed District (MCWD), Three Rivers Park District, Hennepin

County Environment and Energy, Lake Minnetonka Association (LMA), and various lake stakeholders.

Communications Committee. The Communication Committee was established in 2018 to review processes and procedures for Communications. It facilitates the creation of an LMCD communication plan, one of the initiatives of the Strategic Plan. It continues to be called upon for special projects and initiatives.

Finance Committee. The Finance Committee reviews LMCD's expenditures, processes, and procedures regarding financial matters that come before the Board. The committee assists in developing the annual budget and reporting it to the Board. Further, the Finance Committee consults with the Executive Director and provides feedback for general budget issues and special projects. The Treasurer is one of the members.

Nominating Committee. The Nominating Committee members are appointed in December or early January of each year. The Nominating Committee will make requests for names of members who are interested in serving as a Board Officer. A slate of officers will be recommended to the Board for the election at the first meeting in February. Then the Nominating Committee dissolves for that year.

Operations Committee. The Operations Committee provides input to the Executive Director and the LMCD Board of Directors on matters pertaining to the core functions of the LMCD Office.

Save the Lake (STL) Committee. The Save the Lake Committee is an active Committee comprised of Board Members and various members of the public. The purpose of Save the Lake is to further advance the mission of the LMCD by engaging residents and businesses in fundraising and functions to ensure a safe and responsibly managed lake.



Contributions have been used for navigation channel solar lights, lake photos, boater safety classes, dedicated emergency response services and grants. Grants are typically requested at the end of the year to be used for the next year in areas such as environment, education, or safety. The board determines the amount of funds that can be used each year.

Administrative, Prosecution, and Litigation Counsel

The LMCD receives legal counsel and services through contracts with various firms or agencies. These entities help the LMCD to carry out the overall functions of the Board.

- **General Civil Counsel.** The civil attorney attends Board meetings, advises the Board and staff on legal matters associated with regulations, policies, and general operations.
- **Prosecution Attorney.** The prosecuting attorney prosecutes cases through the Hennepin County Court System associated with citations issued for violations of LMCD ordinances or other violations on the Lake, mostly misdemeanors and some petty misdemeanors. Formal Complaints may be issued by LMCD staff and the Hennepin County Sheriff's Office Water Patrol. In addition, the Water Patrol may issue citations for behavior on the Lake for County or State Law as well. Prosecution cases include but are not limited to dock related violations, navigational hazards such as speeding or no wake violations, boating while intoxicated, littering, noise, and other LMCD code violations. Felony cases are handled by the Hennepin County Attorney's Office.
- **Litigation Counsel.** The LMCD uses the services of the League of Minnesota Insurance Trust (LMCIT) to process insurance claims regarding claims made against the LMCD.

Contracts for Services and Volunteers

With limited staffing, the LMCD depends on contracts, agreements, and volunteers to help achieve its mission. Contracts have included, but are not limited to, Hennepin County Sheriff's Office Water Patrol, AIS functions, building and room leases, and other services as needed. Volunteers help with the installation and maintenance of solar lights, boater safety education, review of public education documents, assistance in installing public signs, Starry Trek, and other important activities for the lake.

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Section 3: The Budget

The buck stops, and starts, here

The LMCD budget is based on a calendar year, January 1st through December 31st. However, the planning begins in March of the previous year and is adopted and sent to the member cities by July 1st for the following year. It can be challenging to obtain accurate estimates of costs of services, grants, insurances, and other operational costs since many organizations do not begin their budget process until later in the year. The process includes significant financial analysis by staff and board members throughout the year. A copy of the budget is included in the Appendix as well on the LMCD website.

The overall budget consists of two account funds- General (Administration, AIS, equipment replacement) and Save the Lake (STL) briefly described as follows:

- **General.** This fund account includes the overall administrative duties such as strategic planning, lake initiatives, AIS initiatives, public education, emergency response, contracts, grants, licenses, permits, service requests, inquiries, equipment replacement, and general business operations.
- **STL.** This fund account includes revenues from contributions. This fund account supports public education such as the boater safety classes, solar lights navigation program, supplementary public safety for water patrol, and special projects to promote safety and lake ecology.

Revenues

The primary sources of revenue are from a levy from the fourteen-member cities as prescribed by (and much lower than allowed by) state law, license and permit fees, grants, contributions, and miscellaneous revenue. The amount of grants for AIS programs has decreased in the past few years, yet the need continues to grow.

Expenses

The organization is a service organization providing for administrative expenses for administering regulatory functions such as lake management planning, inspections, managing inquiries, responding to complaints and concerns, and other initiatives to protect the lake and all those who use it. Other expenses include capital expenses for solar lights, contracts for inspections, and other projects.

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MEETING PARTICULARS

HEAR YE, HEAR YE

Meetings are typically held at the Wayzata City Hall. Every audio/visual system has its quirks. To be heard clearly, please speak 8 to 12 inches in front of the microphone. The room audio is quieter than the video broadcasted so if you are too close to microphone, the video is loud and fuzzy.

BOARD PACKETS

Internet access is available to LMCD members at Wayzata City Hall during the meeting. The passcode will be provided to you during orientation and upon request.

Packets are typically available on the website and the link emailed to the Board the Friday before the board meeting. Some prefer to download the packet materials to a mobile device prior to the meeting. Some members also receive a hard copy in the mail.

Section 4: Meetings

The place to be, or not to be

This section provides a summary of the types of meetings you may experience during your service on the Board. It also provides a summary of the dos and don'ts according to public meeting laws, when you should and should not be participating in a meeting, and some consequences.

Overview

The LMCD meetings have been structured to better meet the needs of the customer and LMCD business. Two meetings are typically held each month. The public meeting dates for the year are approved by the Board at the beginning of the year. A copy of the Public Meeting Calendar is included in the Appendix and available on the website.

Meeting Dates. Regular board meetings occur on the second and fourth Wednesday of each month. Meeting schedules may change during holidays such as in November and December where one meeting is typically held each month. At times, agenda items may be clustered to eliminate a few meetings to save time and money.

Meeting Times. The meetings are comprised of two parts, each of which is technically considered a separate meeting. The first is a work session that generally starts at 6:00 pm. The purpose of this meeting is to discuss matters informally, receive updates and training, for staff to seek direction from the Board, or to allow a more in-depth discussion of a topic. The Board may give staff direction, but the Board does not take formal action at a work session. Work sessions are not videotaped, but minutes are recorded for public information.

The second part is the formal business meeting that starts at 7:00 pm. The purpose of this meeting is for the Board to conduct the business of the LMCD. The business meeting is videotaped and aired.

Board packets are typically emailed and/or provided by a hard copy mailed upon request the Friday before the meeting. In some cases, agenda items may be delivered after the main Board packet. Depending on the meeting agenda, staff may be preparing items for the board meeting several weeks or the week prior to the meeting. Work session materials may be provided at the meeting. Some informational items may be provided in the board meeting folders for convenience but may not be part of the board meeting materials.

Special Meetings

If the Board needs to meet at a different date, time, or place other than scheduled, or if one of its committees that does not schedule regular meetings needs to meet, a special meeting is called of the Board or the Committee.

These meetings may only occur after at least three days' posted notice and the scope of these meetings are limited to the specific purpose or purposes identified in the notice. Notices for these meetings are placed on the LMCD website and posted in the lobby at the LMCD Office.

Emergency Meetings

In the case of a natural disaster or other threats to public health, safety, or welfare, the Board may hold an emergency meeting to allow it to respond to the emergency. Fortunately, the Board has not often encountered the need to hold emergency meetings and can usually address even urgent matters by calling a special meeting.

Executive/Closed Meetings

In limited circumstances the Board may hold a closed meeting to discuss issues that are confidential and nonpublic. The Board is allowed to hold a closed meeting when specific statutory authority is identified to allow the meeting to be closed under the circumstances. These meetings are closed to the public, but usually must be recorded and the recording kept for eight years. Closed meetings are typically limited to attorney-client discussions when there is litigation (these meetings are not recorded), or for certain personnel matters such as a performance review of the Executive Director. The discussion must be limited to the reason the closed session is called.

Public Hearings

By LMCD code, certain licenses and activities require a public hearing. Conducting public hearings is part of the due process that must be afforded applicants and the public as part of the licensing and enforcement actions taken by the Board. A notification is published in the official newspaper at least 10 days prior to the Board meeting of the public hearing and in most cases, notice is also mailed to owners

within a certain distance from the applicant's property. The purpose of the public hearing is to allow the applicant to present its request, afford an opportunity for the public to state their support or concerns, and for the Board to ask questions of the applicant. The Board has the option to continue a hearing if needed, otherwise it will often vote to give the staff direction to prepare an order either approving or denying the application for review and action at the next meeting. There is a time limit on when the LMCD must take decisive action on an application (60 days, but that may be extended up to 120 days) so there is only a limited opportunity to continue the consideration of an application before needing to decide. The applicant may also request a time extension in writing. Often times, the staff may receive last minute information to present to the Board as part of the public hearing and comment process. Information will be presented as soon as possible, but more information may be needed in order to review and address the new submittals with the Board and legal counsel.

Open Meeting Law

The Open Meeting Law (OML) provides legal requirements for the notification and public access to public meetings. The main premise is that public business must be conducted in public. Most meetings must be open to the public and include public notice. There are a few exceptions such as discussing litigation, attorney/client confidentiality, personnel matters, and similar. The OML applies when there is a quorum or more of the board or committee to discuss, decide, or receive information regarding LMCD business whether by phone, email, in person or other communication. Violations of the OML may result in personal fines, removal from the Board, public relation issues, and/or organizational fines. LMCD staff will often blind copy the Board to prevent accidental "reply all" incidents. If an individual emails the entire or multiple members of the Board, it is recommended that any response is sent only back to the individual and copied to the Executive Director. Depending on the situation, the Executive Director may compile the responses for Board review. All Board, Committee, Workgroup information should be routed through the LMCD staff to avoid potential OML violations.

Meeting Notification

The regular meetings of the Board are set out in a schedule that is available in the office and on the website. Committee meetings not occurring on a regular schedule and all special meetings of the Board must be posted for at least three days. These notices must include the date, time, place, and purpose of the meeting. For situations where several Board members may attend a committee meeting or at an event, additional notice may be required to ensure the OML violation does not inadvertently occur.

Information that Boards Members wish to share should be distributed through the Executive Director to ensure the OML is not violated. The following information from the LMCD attorney relates to situations where the Open Meeting Law may apply to the exchange of emails among Board Members.

Phone or Email Messages Among Board Directors

The OML requires that discussions occurring among a quorum or more of members about LMCD business occur at a properly noticed public meeting, with some limited exceptions. While the OML focuses on gatherings of a quorum or more, it is recognized that a gathering of a quorum can occur just as easily through electronics means as through the proverbial smoky backroom meeting. What this means is that a quorum or more of the Board, or of any of its committees, must avoid “discussing,” through the exchange of emails, LMCD business. To avoid incidental quorums, the following recommendations relate to this issue:

1. If a director would like to share something with the entire Board, it should be sent to the Executive Director so it can be distributed by staff to the Board.
2. Do not “reply all” to messages sent to the entire Board. If there is a comment to be made, send it to the Executive Director and a decision can be made about how best to address the comment (e.g., schedule a discussion for an upcoming Work Session). The Executive Director will typically discuss options with the Board Chair.
3. An exchange of messages between less than a quorum of the Board or Committee is ok, if the exchange does not turn into a serial meeting (which is discussed next). However, this is frowned upon since emails can inadvertently become serial.
4. The forwarding of messages to other Board members with the idea that the message will then be forwarded on to other Board members can result in a violation if the communication ends up involving a quorum or more of the Board. This type of “pass it on” message can constitute a serial meeting that violates the OML because it results in a group trying to form a consensus outside of a meeting even though a quorum is not communication together at any one time.
5. Serial meetings may be described as two types: (1) domino type of meetings where one person talks to another, who in turn talks to another, etc. about the same topic; and (2) wheel and spoke meetings where one person contacts each member individually to talk about an issue. Both types of exchanges need to be avoided, whether they occur by email, phone, or in person.



SHARING INFO

Internal. If you would like to share information with the board, send the information to the Executive Director for distribution, communicating any requested period or urgency.

Attendance. Let staff know if you are unable to attend a Board meeting. It is important to have a quorum, especially when a customer or the public is depending on a decision.

Specific Items. At times, prompt response is required from a board member to meet deadlines and/or achieve the desired results. This is often indicated by “high priority” designation or a requested by date. If schedules are conflicting, please let staff know.

Section 5: Communications

How to explain that thingamajig

Effective communications, including engagement of stakeholders, is an important part of creating a high-performance organization. Communicating that *thingamajig* is more challenging than ever due to the multiple communication avenues and scope of stakeholders. A highlight of communication avenues is provided below. Please note initiatives may change or evolve resulting in changes.

Board Member Contact Information

Certain Board Member information is included in the LMCD materials such as the website, handouts, etc. The name, photo, representative city, and contact information may be required during orientation. A new Board member will receive an LMCD email address, with various options for accessing. Board Members should use the LMCD email for all LMCD related activity to make use of the advanced security system and prevent potential security risks. Forwarding emails to a personal email account may compromise the security of the forwarded email. Board Members should report any changes in their status to staff during their term.

Communication Avenues

The LMCD has several ways to communicate with its stakeholders. Methods include the website, www.lmcd.org; a newsletter; presentations; on demand videos of the Board Meetings; special events: emails and social media established in 2016 including a Facebook page www.facebook.com/lakeminnetonkaconservationdistrict; Twitter page www.twitter.com/LakeMtkCD, handouts, reports, media releases, and often through day to day customer contacts.

Report to Cities

It is recommended to meet periodically with your city, to present budget, materials, events, activities, and specific items to the city. Periodically, reports will be made available by LMCD to share with your city. Information should be consistent with the LMCD messaging.

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Section 6: Understanding State Law

How to stay out of jail

While you may not end up in jail for most violations (larger contracts maybe), violations of state law may result in fines to the organization, individual fines, and negative public relations. Therefore, it is important to understand some of the most common types of concerns associated with the LMCD business operations. The following is a summary of these items.

Open Meeting Law

Refer to Meeting Section

Public Gift Law

While the LMCD is not expressly named as being subject to the range of laws that apply to cities, it often makes sense to abide by those requirements. As such, the gift law is an area that should be considered from both a legal and public relations perspective. The following is a legal opinion based on the gift law for local government agencies.

Under the gift law, an elected or appointed official of a county or city or of an agency, authority, or instrumentality of a county or city is prohibited from accepting a gift from an interested person. (Mn Stat. § 471.895, subd. 1 and

2) This prohibition applies to the appointed members of the LMCD because they are appointed by a city. Much like a planning commission member would be prohibited from receiving a gift as they are appointed by the city council, a member of the LMCD is also appointed by a city council and therefore is an appointed official. In addition, the members are subject to recall by the cities. The ability to remove sitting members creates a stronger link between the LMCD and the cities, suggesting the members are appointed city officials.

As an appointed official under the gift law, LMCD members are prohibited from receiving gifts from an “interested person.” An interested person is defined as “person or a representative of a person or association that has a direct financial interest in a decision that a local official is authorized to make.” For the LMCD this would include any person or organization that could have business before the LMCD. For the gift law to apply, an interested person does not need to have a matter pending before the LMCD. Rather, if the interested person could at any time have a direct financial interest in a decision or recommendation of the LMCD, that individual would be considered an interested person under the gift law.

There are a few limited exceptions to the gift law. The following types of gifts are

permitted under the Minn. Stat. § 471.895, subd. 3:

- Political contributions.
- Services to assist an official in the performance of official duties.
- Services of insignificant monetary value.
- A plaque or similar memento recognizing individual services in a field of specialty or to a charitable cause.
- A trinket or memento costing \$5 or less.
- Informational material of unexceptional value.
- Food or a beverage given at a reception, meal or meeting away from the recipient's place of work by an organization before whom the recipient makes a speech or answers questions as part of a program. (This exception permits only the principal speakers at meetings to receive gifts of food or beverage.)
- Gifts given because of the recipient's membership in a group, a majority of whose members are not local officials, if an equivalent gift is offered to or given to the other members of the group.
- Gifts between family members, unless the gift is given on behalf of someone who is not a member of that family.
- Food or beverages given by a national or multi-state organization of governmental organizations or officials at a reception or meal to attendees at a conference sponsored by that organization if most of the dues to the organization are paid from public funds and an equivalent gift is given or offered to all other attendees.

There are further limitations on gifts from lobbyists for appointed or elected officials from cities with a population of greater than 50,000 and are located within the seven-county metropolitan area. Minn. Stat. §§ 10A.071, 10A.01, subd. 22 and 24. For those metropolitan governmental units, the same gift restrictions apply to lobbyists as apply to interested persons under the gift law.

In conclusion, while the gift law does not expressly limit gifts to LMCD members, a conservative reading of the statutes suggests that the members are subject to the gift law. Because the members are appointed by a city, the LMCD members are considered a local official under the statute. Therefore, receiving gifts from "interested persons" should be avoided. While an argument could be made that because the LMCD is a separate political entity the gift law does not apply, the legal opinion is that LMCD members should refrain from receiving gifts from any person that would have an interest in a potential action that would come before the LMCD. There is simply no way to know how the courts would rule on such an issue, but they will rule in favor of the public and to preserve integrity of local governments.

Therefore, it is best for the LMCD members to presume the gift law applies to them.

Conflict of Interest Law

There are two types of conflicts of interest that need to be avoided. If you think there might be a potential conflict of interest, please contact the Executive Director or the LMCD attorney for clarification. If there is a conflict of interest, you must not participate in the vote for that item. A summary of the types of conflicts is provided below.

1. **Statutory Conflicts:** Any official who is authorized to take part in making any sale, lease, or contract on behalf of a public agency is prohibited from having a direct or indirect personal financial interest in the sale, lease, or contract. A simple example of this type of conflict is the LMCD contracting with a business owned by a Board Member.
2. **Common Law Conflicts:** A Board Member needs to avoid participating in deciding for the Board when the Member has a direct interest in the matter. A list of factors is considered in determining whether there is a direct interest such as nature of the decision, nature of the pecuniary interest, and whether there are enough officials to make the decision. A simple example of this type of conflict is a Board Member submitting a license application to the LMCD. These conflicts do not always involve a financial interest but reflect the idea that if a Board Member has a direct interest in a matter before the Board (not merely the general interest that all Board Members have in protecting the Lake), then that Board Member needs to abstain from voting on that matter.

If a potential or actual conflict of interest exists:

1. Disclose the interest as soon as possible.
2. Seek guidance from the Executive Director and LMCD attorney if needed.
3. Do not participate as a member of the Board in discussions leading up to the decision. You may be allowed to speak about the issue in your personal capacity at a public hearing, but not from the Board dais.
4. Do not attempt to influence other members regarding the decision.
5. Do not vote or take any other official action relating to the decision.

Exceptions. There are limited exceptions to the conflict-of-interest rules. The following exceptions are permitted under certain circumstances:

1. Designation of a bank or savings association.
2. Designation of an official newspaper.
3. A contract for goods or services that is not required to be competitively bid.
4. A contract with a volunteer fire department for payment of wages or retirement benefits to its members.
5. A contract for construction materials or services, if the contract is let by a sealed bid process and the city has a population of 1,000 or less.

6. A contract to rent space in a public facility to a public officer at a rate like that paid by other renters.
7. An application for a grant offered by a local development organization.

There are several additional limited exceptions under Minn. Stat. § 471.88.

Identifying potential conflicts of interest can become complicated so do not hesitate to ask for assistance from the Executive Director and the LMCD attorney.

Violation. A contract that has been made by or with a conflicted member or members is void. In addition, every public officer who violates the conflict-of-interest law can be found guilty of a gross misdemeanor, be fined up to \$3,000, and imprisoned for up to one year. Minn. Stat. § 471.87.

Data Practices Law

The LMCD, its staff and Board Members, are required to comply with the state law regarding data practices requests. The Minnesota Data Practices Act regulates the collection, creation, storage, maintenance, dissemination, and access to government data in government entities. Government data is defined broadly to include all data collected, created, received, maintained, or disseminated by any government entity regardless of its physical form, storage media or conditions of use. Data classified as public must be available for inspection or copying as appropriate. Data is classified as either public or various forms of nonpublic. The maximum amount that can be charged for processing data is prescribed by state law.

What Qualifies as Government Data?

Data generated or received by Board members will be considered government data subject to the DPA if:

- It was created or used in the person's capacity as a board member; and the data relates to LMCD business; and
- Government data can include e-mails, text messages, notes, information on personal computers, cell phones, and in personal notepads.

Purely personal (i.e., non-LMCD business) communications are not government data. However, LMCD related information stored on a personal device or system can be searched for and considered public. Therefore, board members should store all LMCD information on public information systems such as the LMCD email system.

What is the Records Retention Act?

The records retention act requires the retention and preservation of government records according to a specified time frame. Government records include all data, regardless of physical form or characteristics, made or received by a board member pursuant to law or in connection with the transaction of public business by the board member.

It prohibits the destruction of government records except in accordance with a records retention schedule approved by the state. It does not include private messages, multiple copies of the same documents, and other records not related to official business (e.g., junk mail).

What is a Litigation Hold?

In case of a lawsuit, the LMCD, including its Board Members, will need to retain data related to the suit and any scheduled destruction of such data must be suspended. The Executive Director will send information to the Board if any litigation hold is implemented.

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Section 7: Regulatory Functions

Protecting the lake, public health, safety, and welfare

The LMCD Board adopts a code of ordinances to protect Lake Minnetonka, as well as the public's health, safety, and welfare. A copy of the code is included in the Appendix, along with any current policies.

To supplement the code, public education materials and internal documents are developed to educate stakeholders about the requirements and ensure consistent interpretation and application. Some current public educational materials are included in the Appendix or may be available on the website.

*I would like to express my gratitude for working with us on this project...
This is a great example of working collaboration between the LMCD and the
community. Tom, Multiple Dock Representative*

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Section 8: Appendix

Just have to have

See Pages 33 - 81 for the attachments highlighted in the Table of Contents.

Section 9: Additional Resources

Just can't get enough

At times, the Board or public may refer to studies or reports. If you wish to know more history and information, please visit the website at www.lmcd.org or contact the LMCD Office.

We hope you find the information in this guide useful. This is only a highlight of the roles, regulations, and responsibilities of an LMCD member. Please contact the LMCD Board Chair or Executive Director if you have questions or suggestions.

Thank you for your service and we look forward to working with you on initiatives to preserve and enhance the “Lake Minnetonka experience.”




LMCD | 5341 Maywood Rd, Ste 200 | Mound, MN 55364 | 952.745.0789 | lmcd@lmcd.org
www.lmcd.org | [Facebook.com/LakeMinnetonkaConservationDistrict](https://www.facebook.com/LakeMinnetonkaConservationDistrict) | [Twitter.com/LakeMtnkaCD](https://twitter.com/LakeMtnkaCD)

OATH OF OFFICE

LAKE MINNETONKA CONSERVATION DISTRICT

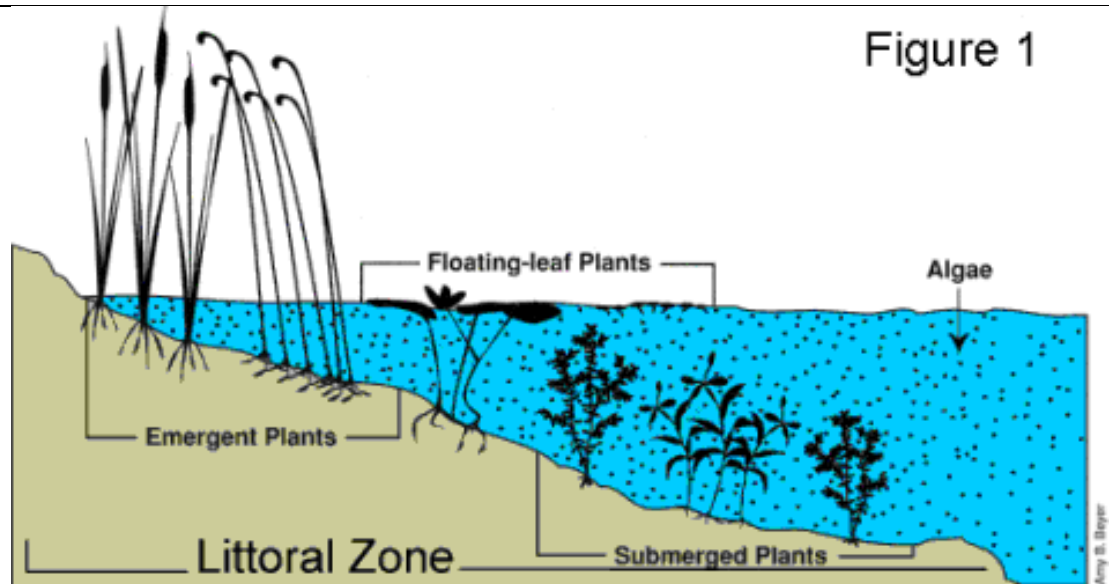
Do you solemnly swear or affirm that you will support the Constitution of the United States and the Constitution of the State of Minnesota, and that you will discharge faithfully the duties as a member of the Board of Directors of the Lake Minnetonka Conservation District to the best of your judgment and ability. If so, indicate by saying I do.

These are select definitions from the code and from other sources to help directors better understand some of the terms used in discussing matters related to the Lake and the LMCD.

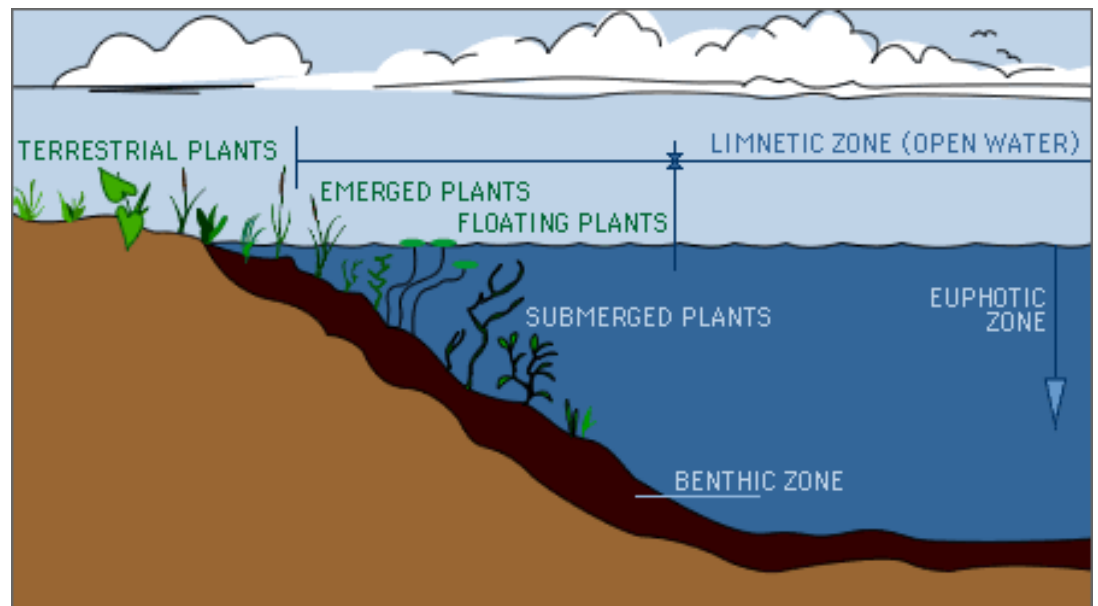
Term	Definition
Abstract vs Torrens	<p>There are 2 recording systems used for MN properties, Torrens and Abstract. Hennepin County Definition:</p> <p>Abstract properties have an Abstract of Title, a document that summarizes the recorded history of a parcel of land (mortgages, easements, deeds, etc.).</p> <p>A property becomes Torrens after the owner registers it through the court system and a Certificate of Title is issued.</p>
Abutting Property	An abutting property is a property that has shoreline.
Accretion, Avulsion, Reliction	<p>Accretion is the increase of land area through sediment deposits by a body of water.</p> <p>Reliction is the increase in land area as the result of permanently receding water levels.</p> <p>Avulsion is the sudden cutting off of land by a change of course of a body of water or flooding.</p>
Boat House	A permanent, year-round boat shelter. A prohibited structure on lake Minnetonka (LMCD Code Section 2-6.05). Some exceptions exist for maintaining or repairing existing structures.
Boat Lift	A device that raises and lowers watercraft from the water including free standing and floating. A boat lift is not considered a canopy if the fabric is less than 30 inches in vertical height. See canopy.
Boat Storage Unit (BSU)	A space or facility available for mooring, docking, or storing a watercraft to be used on the Lake.
Bog	Spongy ground consisting mainly of partially decayed plant matter that has detached from land to form floating islands. If attached to land it is considered a wetland.
Canopy	<p>That part of a slip structure comprised of an overhead, fabric cover designed to shelter a watercraft from sun, wind or rain, together with poles, rigging and appurtenances that support the cover. An overhead, fabric cover that is an integral part of a boat lift is not a canopy unless the vertical height of the fabric cover exceeds 30 inches.</p> 
Commercial	A dock or dock structure used in conjunction with a commercial or other revenue

Dock	producing business enterprise including a private club, or a dock or dock structure on land owned by a municipality or political subdivision and operated, controlled or licensed by the municipality or political subdivision, but not including apartments or any such businesses involving the leasing of real property for residential use.
Conservation Easement	A legal agreement between a landowner and a land trust or government agency that limits uses of a property to protect its conservation values.
Consolidated vs Unconsolidated Sediment	<p>"Consolidated sediment" has been converted into hard material or rock by compaction.</p> <p>"Unconsolidated sediment" is a loosely arranged sediment, formed by weathered rocks and redeposition of fragments.</p>
Dock Use Area (DUA)	An authorized area where docks, structures, watercraft, and other items must be located, determined by setbacks from extended side site lines and the length into the lake.
Dock	" Dock " means any wharf, pier, or other structure or combination of wharves, piers, or other structure constructed or maintained in or over the Lake, whether floating or not, including all "Is", "Ts" or posts which may be a part thereof, whether affixed or adjacent to the principal structure..
Easement	A legal right to use another's land for a specific limited purpose (i.g. lake access). The legal title to the land remains with the owner of the land.
Houseboat	A boat that can be or is used as a dwelling. Restrictions to overnight sleeping exist on Lake Minnetonka.
Lake Zones	<ul style="list-style-type: none"> • Littoral Zone: zone near shore area where sunlight penetrates all the way to the sediment and allows aquatic plants to grow. • Limnetic Zone: the open water area where light does not generally penetrate all the way to the bottom. • Benthic Zone: bottom sediment. • Euphotic Zone: the layer from the surface down to the depth where light levels become too low for photosynthesizers.

Figure 1




(MN Department of Natural Resources)



(UMN Duluth – MN Shoreland Management Guide)

Launching Ramp	Any ramp, deck, roadway, crane, tracks, slides, or any other similar device or location used for launching boats or watercraft from the shore into the Lake, other than those located at residential sites and used solely for launching boats or watercraft owned by residents of that site or to be stored or moored at that site.
Multiple Dock	Any dock or mooring area constructed or maintained for the storage of five or more restricted watercraft, other than commercial docks.
Overnight Facilities	Facilities or parts of facilities that are licensed for the docking of watercraft overnight.
Restricted vs Unrestricted Watercraft	" Restricted Watercraft " means any boat or vessel for use on or stored on the public waters on the Lake except for unrestricted watercraft as defined in this section.

	<p>"Unrestricted Watercraft" means any boat or vessel for use on public waters but not stored on or over the lake.:</p> <ul style="list-style-type: none"> a) 16 feet or less in length and has no motor; or b) 16 feet or less in length and has a motor of 10 horsepower or less, as rated by the manufacturer at the time of manufacture, whether or not the motor is operational; or c) 20 feet or less in length and has no motor, and that is propelled solely by human power.
Riparian Rights	<p>MN DNR: Riparian rights are property rights arising from owning shoreland. They include the right to wharf out to a navigable depth; to take water for domestic and agricultural purposes; to use land added by accretion or exposed by reliction; to take ice; to fish, boat, hunt, swim; to such other uses as water bodies are normally put. A riparian owner has the right to make use of the lake over its entire surface.</p> <p>Some legal restrictions exist.</p>
Sediment Sampling	An investigation of the make-up and depths of sediment.
Side-Opening Slip	A boat slip that is roughly perpendicular to and opens towards an extended side site line.
Slide	<p>A storage device designed for watercraft to slide on and off.</p>  <p>(Photo: The Dock Doctors)</p>
Slip	A structure designed solely to secure a watercraft for the purpose of protecting it from damage from sun, wind, storm, or rain.
Transient Facilities	Facilities or parts of facilities that are licensed for the temporary docking of watercraft, but not including the docking of watercraft overnight.
Watercraft Density	The number of watercraft stored at a site.
Watercraft Storage Unit	A watercraft storage unit (WSU) is a calculation that considers the size and surface area of the lake used for a BSU. A larger boat slip has a larger WSU.

(WSU)	
Wetland	An area of land saturated with water, permanently or seasonally typically identified with specific types of vegetation that live in that area.
Wetland Delineation	A determination of boundaries of protected wetland made through an investigation of the soil (see “sediment sampling”), vegetation, and hydrology.



**LAKE MINNETONKA CONSERVATION DISTRICT
STATE OF MINNESOTA**

RESOLUTION NO. 210

**A RESOLUTION ESTABLISHING STANDING COMMITTEES
OF THE LAKE MINNETONKA CONSERVATION DISTRICT**

WHEREAS, the Board of Directors ("Board") of the Lake Minnetonka Conservation District ("LMCD") has relied on informal temporary workgroups and formal committees to supplement the LMCD's limited staff, to gather information, and to develop and make recommendations to assist the Board in conducting its business;

WHEREAS, the Board determines it is in the best interests of the LMCD to restructure its committees into standing committees and to establish specific roles for each;

WHEREAS, Section 5.1 of the Bylaws of the Lake Minnetonka Conservation District ("Bylaws") indicates the Board may establish standing committees from time to time by resolution;

WHEREAS, the Bylaws indicate the membership of a standing committee does not need to be limited to Board members, but at least one Board member must be on each standing committee;

WHEREAS, the Board acted by motion at its November 12, 2020 meeting to establish the Operations, Finance, Communications, and Save the Lake standing committees for the LMCD; and

WHEREAS, the Board desires to act by Resolution to formalize and ratify the establishment of the standing committees.

NOW, THEREFORE, BE IT RESOLVED, by the Board as follows:

1. The following are hereby approved and ratified as the standing committees ("Committee" or "Committees") of the LMCD:
 - Operations Standing Committee;
 - Finance Standing Committee;
 - Communications Standing Committee; and
 - Save the Lake Standing Committee.


2. The Committees shall be subject to, and shall comply with, each of the following:

- (a) The Committees are advisory to the Board and the scope of their work shall be determined by the Board. The Board will assign to each Committee such tasks and work as the Board determines is appropriate. Each Committee may, on its own initiative, undertake a review of such matters that are within its role, as defined by the Board, as it determines is appropriate.
- (b) The Board shall appoint members to the Committee, which shall serve at the pleasure of the Board and may be removed at any time for any reason.
- (c) Committee members shall serve a one-year term and may be reappointed to a Committee with no limit on the number of terms served.
- (d) The Board shall fill the vacancies on a Committee by appointment.
- (e) Each Committee shall have no less than five members. No more than six current Board members may serve on any one Committee.
- (f) A Committee member must be present to vote. Voting by proxy is not allowed.
- (g) Committees are subject to the Open Meeting Law and their meetings shall be noticed and be open to the public as required by Minnesota Statutes, chapter 13D. Each Committee may establish a schedule of its regular meetings and file it with the Executive Director for posting. The posting place for meetings of the Committees is the LMCD bulletin board and will also be posted on the LMCD website.
- (h) A majority of the members actually serving on a Committee at any given time shall constitute a quorum. A majority vote of those members present and voting, assuming at least a quorum is present, is needed to take action.
- (i) Committee members shall not be compensated by the LMCD for their service on a Committee.
- (j) Committees are not authorized to represent the LMCD to other groups without the prior approval of the Board. Committees are not authorized contract or to otherwise obligate the LMCD.
- (k) Each Committee shall appoint a chair and a secretary. The chair shall be responsible for presiding at Committee meetings and the secretary shall keep minutes of the meetings. The secretary shall provide the LMCD copies of its draft and approved minutes. The LMCD shall be responsible for retaining the records of the Committees to the extent required by law.
- (l) Each Committee shall communicate the information and recommendations it develops to the Board in writing, by oral report, or in such other manner as is appropriate.

3. With the exception of the Nominating Committee and the AIS Task Force, the existing LMCD committees are extinguished and merged into the appropriate standing committee established herein. This Resolution does not prohibit the Board from creating such other committees, task forces, and workgroups as it determines are needed.

Adopted this 9th day of December 2020.

BY THE BOARD OF DIRECTORS


Gregg Thomas, Chair

Attest: 
Dan Baasen, Secretary



Lake Minnetonka Conservation District Board of Directors Farewell Recognition Policy

The Lake Minnetonka Conservation District (LMCD) provides important services to the stakeholders of Lake Minnetonka in order to preserve and enhance the "Lake Minnetonka experience." As such, there are occasions where the LMCD Board would like to show their appreciation and recognize board members who have dedicated their time in providing these services. This policy will serve as a guideline regarding recognition options and expenses.


The Board wishes to provide a type of recognition that will be meaningful and meet state laws regarding appropriate use of public funds. For example, monetary gifts or gifts of monetary value of greater than \$5-\$10 may not be an appropriate use of LMCD funds. Formal recognition will be provided to Board Members who have served a complete three-year term or otherwise have made an extraordinary individual accomplishment. In these cases, the Board will coordinate with staff to prepare a letter of recognition.


A letter of recognition will contain information regarding term of service, any participation on committees or workgroups, and any other special duties or efforts performed. The letter will be presented to the departing member:

- At an LMCD Board meeting, and/or
- To the City that the board member represents, and/or
- At a formal meeting of the represented city council.

A farewell reception may be provided with light refreshments paid for by the LMCD, individual contributions, or combination thereof. Outside of this practice, any other token gifts or receptions should be coordinated and paid for by private contributions on a voluntary basis.

Adopted this 8th day of February, 2017, by the Lake Minnetonka Conservation District Board of Directors.


James Jay Green, Chair


Gregory J. Thomas, Secretary

LAKE MINNETONKA CONSERVATION DISTRICT (LMCD)

INVESTMENT POLICY (Approved 12/14/2016)

1.0 PURPOSE

The purpose of this policy is to establish specific guidelines the LMCD will use in the investment of District funds. The LMCD will invest District funds in order to attain a market rate of return while preserving and protecting the capital of the overall portfolio. Investments will be made, based on statutory constraints, in safe, low risk instruments.

2.0 SCOPE

This policy applies to the activities of the LMCD with regard to the collection, management, disbursement, safekeeping, investment, auditing, and reporting the financial assets of all funds in the custody of the LMCD including, but not necessarily limited to, the General Operating Fund, the Aquatic Invasive Species (AIS) Management Operating Fund, the Equipment Replacement Fund, and the Save The Lake Fund. Minnesota Statutes, Chapters 103B and 118A define the provisions and limitations of investments allowed for the LMCD. These are detailed in Section 6.2.

3.0 GOALS AND OBJECTIVES

3.1 Fund Income: Funds of the LMCD will be collected and deposited in a timely fashion in liquid accounts at approved depository institutions, with proper accounting documentation subject to periodic audit.

3.2 Disbursement of Funds: Funds will be disbursed to lawful and appropriate payees in a timely fashion to not incur penalties for late payments. Disbursements will be accounted for and reported via budget reconciliation and cash management reports to the Board on a monthly basis. Additionally, funds shall be transferred from operating funds to reserve funds according to the parameters defined below.

3.3 Reserve Funds: Funds not required for use within certain parameters are defined as “In Reserve” and will be accounted for as defined in Section 5.0. Investments shall be made based on statutory constraints, utilizing the standard of prudence by the Executive Director, as defined in Section 3.2. Subject to the requirement of the objectives below, it is the policy of the LMCD to seek safe and low risk investments that meet statutory requirements.

Investment activities shall meet the following three main objectives that are prioritized as follows:

- **Safety-** Safety of the principal is the foremost objective of the LMCD. Each investment transaction shall seek to first insure that capital losses are avoided.
- **Liquidity-** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may reasonably be anticipated. This is accomplished by structuring the portfolio so that investments mature concurrently with cash needs to meet anticipated demands.

- Yield- The investment portfolio of the LMCD shall be designed to attain a market-average rate of return through budgetary and economic cycles, taking into consideration the LMCD's cash flow needs and prudent investment principles.

4.0 DELEGATION OF AUTHORITY

4.1 Executive Director: Management responsibility for the investment portfolio is hereby delegated from the Board to the Executive Director, under the authority and direction of the Board. The Executive Director shall establish procedures for the operation of the investment program, consistent with this policy. Such procedures shall include delegation of authority to persons responsible for investment transactions. The Executive Director shall be responsible for all transactions taken and shall establish a system of internal controls designed to prevent losses from fraud and employee error.

4.2 Treasurer: The Executive Director shall carry out the investment policy in consult with the Treasurer. All Board Directors and staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or could impair their ability to make impartial investment decisions.

5.0 FUND MANAGEMENT

5.1 General Operating Fund: The General Operating Fund is comprised of annual assessments from the member municipalities, license and permit fees, court fine revenue, governmental grants, and other sources. It is used for the normal operations of the LMCD, exclusive of AIS management and prevention efforts defined in Section 5.2. It is intended that a minimum reserve fund balance of 30 to 50 percent of annual budgeted operating expenses shall be maintained in a highly liquid account, accessible on an as-needed basis, to meet the cash needs of the LMCD.

5.2 AIS Management Operating Fund: The AIS Management Operating Fund is comprised of annual assessments from the member municipalities, governmental grants, and other sources. It is used for: 1) the management of Eurasian Watermilfoil (EWM) through mechanical harvesting, and 2) the prevention of new AIS through watercraft inspections and educational efforts. It is intended that a minimum reserve fund balance of 30 to 50 percent of annual budgeted operating expenses shall be maintained in a highly liquid account, accessible on an as-needed basis, to meet the cash needs of the LMCD.

5.3 Equipment Replacement Fund: The Equipment Replacement Fund is comprised of financial resources from private donations, member municipalities, and other sources. The intended use is for purchase, replacement, and major maintenance of requisite capital equipment for the EWM Harvesting Program. Management of this fund shall strive to protect the principal and maintain "market rate of return" to preserve the purchasing power of the funds. The funds may be less liquid and, while reasonable interest is expected, the investments shall not be speculative. See investment limitations in Section 6.0.

5.4 Save the Lake Fund: The sources of these funds are private donations, proceeds from fundraising events, and interest earned on the principal. Funds will be made available annually, per policy of the LMCD, to benefit the environmental and recreational needs of Lake Minnetonka. They will be used to support various community projects recommended by the Save the Lake Advisory Committee and approved by the LMCD Board of Directors. Fund levels to cover budgeted amounts shall be maintained in a highly liquid account, accessible on an as-needed basis, to meet the cash management needs of the LMCD.

5.5 Reserve Fund: All other financial resources shall be designated as part of, and accounted for, in the Reserve Fund. These funds shall be managed in accordance with the investment limitations in Section 6.0. It is intended that the principal shall be protected and the purchasing power preserved, with probable income derived from prudent and conservative instruments.

6.0 PORTFOLIO MANAGEMENT

6.1 Portfolio Sources: Funds to be invested and managed under this Section will come from budgeted reserves in the General Operating Fund, the AIS Management Operating Fund, the Equipment Replacement Fund, and the Save the Lake Fund. Funds may be comingled for investment purposes; however, they shall be accounted for separately, noting principal, earnings, withdrawals, and deposits in an auditable form.

6.2 Portfolio Diversification: The LMCD, via the Executive Director, shall diversify investments to avoid incurring unreasonable risks. Further, the timing and duration of instruments can also impact risk and these parameters shall be carefully considered. Pursuant to Minnesota Statutes, Section 103B.621, investments shall be limited to the following:

- U.S. Treasury Bonds;
- Certificates of indebtedness, bonds or notes of the United States of America; and
- Certificates of indebtedness, bonds or notes of the State of Minnesota.

The bonds, notes, or certificates of indebtedness must mature within three years from the date of purchase.

6.3 Reinvestment of Earnings: Interest and other forms of earnings shall flow to the source fund from which the principal originated. It shall not be automatically reinvested in the base but shall be subject to consideration for investment as part of the deliberations.

6.4 Maturity Scheduling: Investment maturities for all funds shall be scheduled to satisfy projected cash flow needs and take into account large, planned expenditures, as well as anticipated revenues. If the Board determines that invested funds are needed for current purposes before the maturity date of the bonds, certificates or notes, the Board shall notify

the Treasurer and Treasurer shall order the sale or convert the bonds, certificates or notes into cash in the amount determined by the Board.

6.5 Collateralizing of Deposits: Deposits in excess of FDIC limits shall be collateralized as provided for in Minnesota Statutes, Chapter 118. Safekeeping receipts of all transactions and periodic statements shall be furnished to the LMCD by the collateral depository in a timely manner and organized and maintained by the Executive Director.

7.0 FINANCIAL ADMINISTRATION

7.1 Executive Director: The Executive Director is responsible for timely and accurate reporting of all financial transactions, investment decisions, and narrative necessary for clarification. Further, the Executive Director is responsible for initiating, authorizing, and documenting financial transactions as necessary to maintain prescribed levels of liquidity, to maximize investment of unused funds, and to comply with all provisions of this policy.

7.2 Treasurer: The Treasurer shall be responsible for obtaining monthly reports of investment activity, initiating competitive quote/bid activities, and overseeing compliance with all provisions of this policy. Reports shall be made quarterly by the Treasurer to the LMCD Board, with an annual Report to the LMCD member municipalities.

7.3 Controls: The Treasurer shall require that a system of internal controls, reviewed annually by the independent audit, shall be designed and implemented to prevent the loss of funds due to fraud, error, misrepresentation, or imprudent actions.

8.0 EFFECTIVE

This policy rescinds and supersedes the existing Investment Policy, adopted by the LMCD on 5/10/95, and any other investment policies in place for the LMCD. Adopted by the LMCD Board of Directors this 12th day of January, 2011. Amended by the LMCD Board of Directors this December 14, 2016.



**STATE OF MINNESOTA
LAKE MINNETONKA CONSERVATION DISTRICT**

RESOLUTION NO. 150

**A RESOLUTION APPROVING AND RATIFYING A
NOMINATING PROCESS FOR BOARD OFFICERS**

WHEREAS, the Board of Directors ("Board") of the Lake Minnetonka Conservation District ("LMCD") is required by Minnesota Statutes, section 1038.615 to annually elect officers from among the Board members;

WHEREAS, Article II, Section 2.4 of the Bylaws of the Lake Minnetonka Conservation District ("Bylaws") indicates that the Board is to annually elect a Chair, Vice Chair, Secretary, and Treasurer in February;

WHEREAS, the Board has utilized a nominating committee ("Committee") to assist in the election process by recommending a slate of officers to the Board as is permitted by Section 2.4 of the Bylaws; and

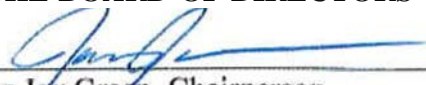
WHEREAS, the Committee, with input from the LMCD civil attorney, created and utilized a nominating process for the 2016 election that the Board desires to formally approve and ratify as the standing nominating process for its elections.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves and ratifies the attached nominating process as the official process to be followed by the Committee and the Board in the annual selection of its officers.

BE IT FINALLY RESOLVED, that the Committee and Board members may make recommendations for amendments to the nominating process, but the process may only be amended by resolution adopted by a majority vote of all Board members at least 30 days before the date of the election at which the amended process is to be used.

Adopted this 14th day of September, 2016 upon a majority vote of all members.

BY THE BOARD OF DIRECTORS



James Jay Green, Chairperson

Attest:



Gregory J. Thomas, Secretary

RECOMMENDED NOMINATION PROCESS

Nominating Committee

1. The Committee develops a recommended slate of officers for presentation to the full Board.
2. The Committee develops a recommended procedure the Board may use to address any nominations at the meeting.

Nomination Procedures

1. The Board Chair asks the Chair of the Nominations Committee to present the recommended slate of officers.
2. The Chair asks the Board if there are any other nominations for any of the positions.
 - a. The member making the nomination must state the name of the person being nominated and the position to which the person is being nominated.
 - b. Nominations do not require a second.
 - c. No member shall be nominated for more than one position.
 - d. A Board member may not nominate himself or herself.
 - e. A nominated member may reject the nomination by the person announcing he or she does not accept immediately after the nomination is made. A member who does not accept a nomination for a position remains eligible to be nominated for another position.
3. If there are no additional nominations, the Board Chair calls for a motion and a vote on the recommended slate of officers.
4. If there are any additional nominations made “from the floor”, the positions for which there were additional nominations are pulled from the recommended slate and the Board Chair calls for a motion and a vote on the remainder of the recommended slate of officers (if any positions remain unchallenged).
5. The challenged officer positions must be voted on individually, which is conducted by the Board Chair identifying the officer position and announcing the name of the member recommended for the position by the Nominating Committee and the names of those nominated for the position from the floor. Each of the nominated members may be allowed up to three minutes to provide background on themselves and why they are interested in the position.
6. The Board Chair announces that voting will be conducted by a show of hands with each member voting only once for each officer position. The nominated members are eligible to vote. The nominee with the most votes at the end of the voting wins the position. If the vote ends in a tie between the two highest vote getters, another vote shall be conducted between just those two members (any other nominees for the position are dropped from the voting) until a winner is selected.
7. The Board Chair then calls for a vote for the position by calling each of the names and then asking members to raise their hand if voting for that person for the position (“All those in favor of Bill Smith for Secretary raise your hands. [count votes] All those in favor of Cindy Jones for Secretary raise your hand. [count votes]” Etc.)
8. The person with the highest number of votes for the position is then announced as being selected for the position.
9. The Board Chair then moves onto to the next challenged position, announces the nominees, and proceeds with voting in the same manner until all of the positions are filled.

LAKE MINNETONKA CONSERVATION DISTRICT

Q U I E T W A T E R

Policy Statement

9-24-86

LAKE MINNETONKA CONSERVATION DISTRICT

A POLICY FOR ESTABLISHMENT OF QUIET WATERS AREA

ON LAKE MINNETONKA

GOAL. The goal of recreational management should be to insure each recreational demand the highest possible availability of satisfaction of that demand consistent with satisfaction of other recreational demands and preservation of the Lake itself as a recreational resource.

The goal of the Quiet Waters program is to maintain and improve the quality of recreational experience on Lake Minnetonka in the least restrictive manner.

POLICY. It is the policy of the District to establish Quiet Waters areas in strictly limited areas of the Lake where public safety, environmental and recreational needs are demonstrated consistent with the quiet waters and recreational goals of the District.

GENERAL. To improve the recreational experience on Lake Minnetonka the District has established general pollution, winter use, water structures, and boating safety rules, and has restricted activity in some traditionally congested areas (such as channels) using the quiet waters concept.

The District has adopted lakewide regulations including the establishment of Quiet Waters areas within 150' of the shoreline or lake structures around the Lake and general speed limits which may affect specific Quiet Waters proposals.

The District has responded to expressed need to improve the effectiveness of Quiet Waters areas by modification, i.e.:

1. changing the boundaries of regulated areas.
2. changing numbers and/or location of Slow buoys.
3. changing time and type of regulation.
4. requesting special attention by the Water Patrol.
5. placing of special regulatory signs.
6. placing of general information signs at accesses.
7. circulation of boating information folders.
8. other.

REASONS FOR REQUESTS. Many reasons have been expressed for requesting Quiet Waters areas or changes, among them:

1. Excessive noise.
2. Traffic congestion.
3. General high level of boating activity.
4. Waterskiing.
5. Intimidation of swimmers by waterskiers.
6. Waterskiing too close to structures or boats.
7. Wash and wake damage to boats and dockage.
8. Wash and wake damage to the shoreline.
9. To preserve natural areas.
10. To protect fishing areas.
11. To reduce environmental impact.
12. Area too small for general boating.

13. Smaller boats need protection.
14. Quiet Waters needed on weekends, not during week.
15. Only area affected needs Quiet Waters, not whole bay.
16. May encourage weed growth.
17. Rule changes should be based on accident records.
18. Establishment should include adequate signing and enforcement.
19. Recent increase in traffic.
20. Normal wave action is intensified by power boats.
21. Navigational buoys are ignored.
22. Area is critical under LMCD boat density standards.
23. Buoy placement changes needed to be effective.
24. Specified areas of shorezone need buoys.
25. Area is really an extended channel (high traffic) area.
26. Lack of adequate law enforcement.
27. Slow buoys are more effective for traffic control than navigation markers.
28. Mixing of drinking and boating near transient facilities.
29. Increased traffic around marinas, restaurants, launching ramps or other multiple facilities.
30. To protect sailboat mooring areas.
31. Large waves of 4 feet to 6 feet from wakes.
32. Area is part of the "circle" route.
33. Other.

CRITERIA for determining need to consider the establishment of a Quiet Waters area.


1. Determination of need as expressed by the applicant.
2. Determination of the boating safety record for the area.
3. Determination of LMCD boating density index for the area.
4. Observation of the proposed Quiet Waters area during at least three normal high-use periods for one boating season by the LMCD.
5. Determination of any natural or special geographic features of the area which need to be considered.
6. Determination of any special boating or other use characteristics affecting the area.
7. Conduct a public hearing to develop further information about the application.
8. Determination of affects of the establishment of the Quiet Waters area on nearby areas, or on the Lake as a whole.
9. Determination of whether or not the establishment of the Quiet Waters area would be essentially of private or of general public benefit.

10. Determination of any effects on the public health, welfare, and safety and the most general public use of the Lake.

Adopted by the Lake Minnetonka Conservation District Board of Directors
this 24th day of September, 1986.


Robert Rascop, Chairman

ATTEST:


Frank Mixa, Executive Director



SAVE THE LAKE

Save the Lake Program Information

Mission Statement and Operating Policy

Mission Statement

Save the Lake is a non-profit fund investing in programs which benefit the environmental and recreational needs of Lake Minnetonka.

Operating Policy

Lake Minnetonka provides recreational experiences and aesthetic values to public water surface users, the general public and lakeshore owners. The Lake Minnetonka Conservation District (LMCD), its fourteen member cities surrounding the lake, Hennepin County, Minnesota Department of Natural Resources, Minnehaha Creek Watershed District, and Three Rivers Park District are some of the governmental agencies that share major management roles in protecting the lake's environmental quality and user experiences on the lake.

Public funding provides the basis for implementing programs that preserve or improve upon the environmental quality and user experience. At times, however, supplemental programs are needed to enhance or speed up the public program initiatives. The LMCD normal activities are funded through a tax levy to the 14 cities that border Lake Minnetonka, license and permit revenue, court fines, and limited grant funding. In order to achieve objectives not covered by these funding sources, the LMCD has created a Fund called Save the Lake to address the Lake's supplemental needs of public safety, environmental, and public service/education.

The money in the Save the Lake Fund comes from private donations. The LMCD Board of Directors will manage the Save the Lake Fund to achieve its objectives and will do so in accordance with LMCD Resolution 118. LMCD Resolution 118, which establishes a policy on a reserve balance for the Save the Lake Fund, identifies a formula for the maximum amount of Save the Lake Funds available each year based on the reserve balance as of December 31st from each year. It also states that an announcement of funds available will be made by April 15th for the following calendar year.

Program Funding Criteria

When a request for Save the Lake funds is received, the LMCD takes into consideration the following:

- Does the request represent major environmental preservation or an improvement on an environmental priority?
- Does the request sustain or improve a major recreational resource?

- Will the investment of funds provide a long-term benefit?
- Does the request provide public benefit that spans a broad range of lake users in terms of age, economics, use, and interest?
- Does the request attract matching public or private funds to produce the program?
- Does the request appeal to contributors of Save the Lake who recognize and likely support the proposed program, and would likely continue to donate to Save the Lake?
- Does the request meet a major lake educational need not being met by other public or private initiatives?

The following criteria are established to guide the Save the Lake Advisory Committee and LMCD Board of Directors in evaluating and selecting programs for funding. Proposed projects are weighted by meeting one or more of the following program criteria:

PUBLIC SAFETY

1. Improves public safety on the lake.
2. Benefits structures in the lake.
3. Lessens conflicts among lake surface users.
4. Enhances safe boat operation.
5. Assures greater personal safety.

ENVIRONMENTAL

1. Involves research or program implementation that studies or protects the lake environment.
2. Protects the lake from infestation of exotic aquatic plants or animals.
3. Prevents the spread of exotic aquatic plants or animals from the lake.
4. Allows or enhances enjoyment and use of the lake while preserving the lake from environmental degradation.

PUBLIC SERVICE/EDUCATION

1. Benefits the general public use of Lake Minnetonka.
2. Make Lake Minnetonka more accessible to persons unable, or choosing not to, access the lake by their own boat.
3. Encourages public participation in lake clean-up.
4. Promotes courteous boat operation.
5. Recognizes achievements in community service by individuals or groups that benefit Lake Minnetonka.
6. Advances the historical significance of Lake Minnetonka.



Lake Minnetonka Conservation District (LMCD) Social Media Policy (Adopted 04/26/2017)

Purpose

Social networking for public agencies serves two primary functions: (1) to communicate and deliver messages directly to the public, stakeholders, and customers; and (2) to encourage involvement, interaction, and feedback. Information that is distributed via social networking must be accurate, consistent and timely, and meet the information needs of the Lake Minnetonka Conservation District's (LMCD) stakeholders and customers. Since social media is used for social networking, this policy seeks to ensure proper use of the LMCD's social media sites by its representatives.

The LMCD wishes to establish a positive and informative social media presence. LMCD representatives have the responsibility to use the LMCD's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing LMCD policies. This policy also provides guidelines and standards for representatives regarding the use of social media for communication with residents, businesses, colleagues and others. If any portion of this policy is found to be invalid by a court of competent jurisdiction, such finding shall not affect the remaining portions of the policy.

Policy

The LMCD will determine, at its discretion, how its web-based social media resources will be designed, implemented, and managed as part of its overall communication and information sharing strategy. LMCD social media sites or accounts may be modified or removed by the LMCD at any time and without notice, as described in this policy.

LMCD social media accounts are deemed LMCD assets and administrator access to these accounts must be securely administered. All social media websites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the LMCD, including a link to the LMCD's official website.

Scope

This policy applies to any existing or proposed social media websites sponsored, established, registered, or authorized by the LMCD. This policy also covers the private use of the LMCD's social media accounts by all LMCD representatives. As used in this policy, "representatives" shall mean all LMCD employees, agents of the LMCD such as independent contractors, seasonal employees and volunteers. Guidelines related to social media use by LMCD Board Members are set out later in this policy.

Questions regarding the scope of this policy should be directed to the Executive Director. The LMCD Board may amend this policy in writing at any regular Board meeting. Any approved amendments shall be incorporated into this document and the revised policy shall be made available to LMCD employees, agents, and Board Members.

Definition

Social media are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as “user-generated content” or “consumer-generated media.”

Social media includes, but is not limited to, the following:

- Social networking sites such as Facebook, LinkedIn, Twitter, and online dating services/mobile apps;
- Blogs;
- Social news sites such as Reddit and BuzzFeed;
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr;
- Wikis, or shared encyclopedias such as Wikipedia; and
- An ever emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above.

Rules of Use

LMCD employees and agents with administrator access are responsible for managing social media websites. All approved sites will be clearly marked as the LMCD site and will be linked with the official LMCD website, www.lmcd.org. No one may establish social media accounts or websites on behalf of the LMCD unless authorized in accordance with this policy.

Administration of all social media websites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

LMCD social media accounts accessed and utilized during the course and scope of a representative’s performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to LMCD employment relations matters. Be aware that content reflects on the writer, but also the LMCD as a whole.

When using social media sites, LMCD representatives must act in a professional manner as it directly relates to or affects the LMCD. Examples include, but are not limited to, the following:

- Adhere to all LMCD personnel and other policies;
- Do not disclose private or confidential information, including names, or using such material as part of any content added to a site. Do not disclose sensitive information. Questions regarding data practices and sensitive information may be directed to the Executive Director;
- Observe copyright, trademark right, or other intellectual property right practices;
- Use appropriate language;
- Make sure information is accurate and free of grammatical errors;
- Do not negatively comment on community partners or their services, or use such material as part of any content added to a site;
- Do not express private or personal views related to politics or personal issues;

- Do not provide information related to pending decisions that would compromise negotiations or any litigation;
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases. Questions about data practices or retention may be referred to the Executive Director;
- Always keep in mind the appropriateness of content; and
- Comply with any existing code of ethical behavior established by the LMCD.

Where moderation of comments is an available option, comments from the public will be moderated by LMCD staff, with administrative rights, before posting. Where moderation prior to posting is not an option, sites will be regularly monitored by LMCD staff.

LMCD's staff with administrative rights will not edit any posted comments. However, comments posted by members of the public will be removed if they are abusive, obscene, defamatory, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The type of content the LMCD staff may remove immediately upon discovery includes, but is not limited to, the following:

- Potentially libelous comments;
- Obscene or racist comments;
- Personal attacks, insults, or threatening language;
- Plagiarized material;
- Private, personal information published without consent;
- Comments totally unrelated to the topic of the forum;
- Politically focused comments;
- Commercial promotions or spam; or
- Hyperlinks to material that is not directly related to the discussion.

Personal Social Media Use

The LMCD respects its representatives' rights to post and maintain personal websites, blogs and social media pages, and to use and enjoy social media on their own personal devices during non-work hours. The LMCD requires representatives to act in a prudent manner with regard to website and internet postings that reference the LMCD, its personnel, its operation, or its property. Representatives and others affiliated with the LMCD may not use an LMCD brand, logo or other LMCD identifier on their personal sites, nor post information that purports to be the position of the LMCD without prior authorization from the Executive Director.

LMCD representatives are discouraged from identifying themselves as LMCD representatives when responding to or commenting on blogs with their personal opinions or views that are inconsistent with or misconstrue an LMCD decision or position on a matter. If an employee chooses to identify him or herself as an LMCD employee, and posts a statement on a matter related to LMCD business, a disclaimer similar to the following must be used:

“These are my own opinions and do not represent those of the LMCD.”

Occasional access to personal social media websites during work hours is permitted, but

employees must adhere to the guidelines outlined in any LMCD policy. Representatives should also review the Data Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee coaching or discipline as prescribed by LMCD policies. Examples of situations where this might occur include, but are not limited to, the following:

- Friendships, dating or romance between co-workers;
- Cyber-bullying, stalking or harassment;
- Release of confidential or private data (if there are questions about what constitute confidential or private data, contact the Executive Director);
- Unlawful activities;
- Misuse of LMCD-owned social media;
- Inappropriate use of the LMCD's name, logo, or the employee's position or title; or
- Using LMCD-owned equipment or LMCD-time for extensive personal social media use.

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with the Executive Director.

Data Ownership

All social media communications or messages composed, sent, or received on LMCD equipment in an official capacity is the property of the LMCD and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The LMCD also maintains the sole property rights to any image, video, or audio captured while an LMCD employee is representing the LMCD in any capacity.

The LMCD retains the right to monitor social media use of representatives on LMCD equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

Policy Violations

Violations of the policy will subject the employee to disciplinary action up to and including discharge from employment in accordance with the Personnel Policy.

Board Members

The LMCD Board Members understand that their use of social media can influence how others view the LMCD and so agree to comply with the following guidelines when using LMCD social media sites. LMCD Board Members:

- Will not use official LMCD social media sites for campaigning purposes;
- Will not post comments or links to any content that endorses or opposes political candidates or ballot propositions, including links to a campaign site;
- Should be mindful of the risks of electronic communication in relation to the Minnesota

Data Practices Act and the Open Meeting Law, though recognizing that there is an exemption from the Open Meeting Law under Minnesota Statutes, section 13D.065 for certain social media use;

- Should not use social media as a mechanism for conducting official LMCD business other than to informally communicate with the public;
- Should reveal that they are appointed officials for the LMCD if/when making a post related to LMCD business and be honest, straightforward, and respectful;
- Should be sure that efforts to be honest do not result in sharing non-public information related to employees, personnel data, medical information, claims, lawsuits, or other non-public or confidential information;
- Should add value to any social media discussion by staying focused on the issue; and
- Should correct any mistakes as soon as the Board Member is made aware of the error. Corrections should be upfront and as timely as possible. If you modify an earlier post, make it clear the posting has been corrected. Consider designating corrections with “Fixed link” or “Fact correction” prior to the correction.

BYLAWS
OF THE
LAKE MINNETONKA CONSERVATION DISTRICT

ARTICLE I - THE DISTRICT

Section 1.1 Establishment. The Lake Minnetonka Conservation District was established under Laws 1967, chapter 907, and Laws 1969, chapter 272, and is currently governed under Minnesota Statutes, sections 103B.601 through 103B.645.

Section 1.2 Name of District. The name of the district is the “Lake Minnetonka Conservation District” and shall be referred to herein as the “LMCD.”

Section 1.3 Type of Entity. The LMCD is a corporate and political body, and a political subdivision of the State of Minnesota. The LMCD is also an employer for the purposes of Minnesota’s workers’ compensation laws and is a public corporation within the definition of Minnesota Statutes, section 466.01 for the purposes of the limitations and exemptions on liability provided under Minnesota Statutes, Chapter 466.

Section 1.4 Municipal Members. The municipalities that are members of the LMCD are the Cities of Deephaven, Excelsior, Greenwood, Minnetonka, Minnetonka Beach, Minnetrista, Mound, Orono, Shorewood, Spring Park, Tonka Bay, Victoria, Wayzata and Woodland (collectively the “Municipalities” or individually the “Municipality”).

Section 1.5 Board of Directors. The LMCD is governed by a Board of Directors (“Board”) with one appointed representative from each of the Municipalities.

Section 1.6 LMCD Office. The office of the LMCD shall be at the Mound Centennial Office Building, 5341 Maywood Road, Suite 200, Mound, MN 55364, or such other place as may be designated by the Board.

Section 1.7 Bylaws and Board Procedures. The Board is required by Minnesota Statutes, section 103B.611, subdivision 4 to adopt a seal, bylaws for regulating the affairs of the LMCD, and rules of procedure to govern the Board actions. This document constitutes the LMCD bylaws and rules of procedure. The rules of procedure established herein are in addition to those established in the rules and regulations set out in the LMCD Code of Ordinances.

ARTICLE II - BOARD OF DIRECTORS

Section 2.1 Composition. The Board is composed of 14 members, one from each of the member Municipalities. The governing body of each Municipality appoints its member to the Board.

Section 2.2 Term. The term for each Board member is three years, unless the appointing Municipality recalls the member and either appoints another member for the balance of the term

or leaves the Board appointment vacant for the balance of the term. The annual term for each Board position runs from February through January.

Section 2.3 Code of Conduct. The Board expects of itself and its members ethical and respectful conduct. This commitment includes proper use of authority and appropriate decorum when acting as Board members during meetings and while interacting with the public.

Section 2.4 Election of Board Officers. The Board shall elect from its members a Chair, Vice Chair, Secretary, and Treasurer annually in February. This election can take place through a nominating committee, with a recommended slate of officers presented to the Board, or the Board can determine an alternative process for electing Board officers, provided such alternate process is approved by a majority vote of all members of the Board at least 30 days before the date of the election at which the process is to be used. Board officers serve at the pleasure of the Board and the Board may set compensation for Board officers.

Section 2.5. Powers. The general powers of the Board are set out in Minnesota Statutes, section 103B.611, subdivision 3 and include such other powers as may be provided by law. Additional specific powers of the Board include, but are not limited to, adopting rules and regulations to effectuate the purpose of the LMCD as provided in Minnesota Statutes, section 103B.641, and to prosecute violations as provided in Minnesota Statutes, section 103B.645. The Board is also authorized by Laws 1986, chapter 437 to issue liquor licenses allowing the sale of liquor on the Lake.

Section 2.6. Conflicts of Interest. The Board has a right to protect the integrity and validity of its decisions by prohibiting Board members who have a conflict of interest regarding a particular matter from voting on that matter. Therefore, Board members shall not participate in the discussion as a Board member or vote on any matter before the Board in which the member has:

- a) A direct or indirect financial interest in a contract with the LMCD; or
- b) A direct interest, pecuniary or otherwise, in the matter based on consideration of the following factors:
 - 1) The nature of the decision being made;
 - 2) The nature of the pecuniary interest;
 - 3) The number of officials making the decision who are interested;
 - 4) The need, if any, to have interested persons make the decision; and
 - 5) The other means available, if any, such as the opportunity for review, that serve to ensure that the members will not act arbitrarily to further their selfish interests.

A Board member shall be considered to have a conflict of interest if the outcome of a matter could substantially affect a member's financial interests or those of an associated business. No contract with the LMCD in which a member has a direct or indirect financial interest shall be valid unless it is approved by a unanimous vote of the Board, with the interested member abstaining, in accordance with Minnesota Statutes, section 471.88.

Members are strongly encouraged to seek advice from the LMCD Attorney regarding any potential conflicts of interest in advance of the matter coming before the Board and to follow the legal advice provided. If any member determines he or she has a conflict of interest, when the matter is reached on the agenda the member must announce he or she will not participate in the discussion and will abstain from voting on the matter due to a conflict of interest. The member then must leave the dais and either join the audience or leave the room. The member will be given the same opportunity as the public to speak on the matter, but only as a member of the public, and shall not vote on the matter.

If any Board member believes another Board member has a conflict of interest, he or she may make a motion to prohibit the member from participating in the discussion and vote on the particular matter. The member making the motion must state the reasons why they believe a conflict of interest exists. The opinion of the LMCD Attorney regarding the claimed conflict of interest shall be obtained prior to voting on the motion. If the motion is seconded and adopted by a majority of the members present and voting at the meeting, the member shall be prohibited from participating in the Board's discussion and vote on the matter. The member alleged to have a conflict may vote on the motion to exclude them from participation. Upon the adoption of such a motion, the member shall leave the dais and either join the audience or leave the room. The member will be given the same opportunity as the public to speak on the matter, but only as a member of the public, and shall not vote on the matter.

ARTICLE III - BOARD OFFICERS AND EMPLOYEES

Section 3.1 Chair. The Chair shall be the presiding officer of the Board. The Chair shall preside over all meetings of the Board, enforce order at meetings and compliance with these Bylaws, and shall have the same privileges of discussion, making motions, and voting as do other Board members. The Chair will sign all Board approved contracts, agreements, and other documents on behalf of the LMCD. The Chair has no special privileges beyond those of the other Board members except as explicitly provided in these Bylaws.

The Chair and Executive Director are the designated spokespersons for the LMCD and any such communications shall be in accordance with the LMCD's communications policy, if one is adopted by the Board. Furthermore, the spokespersons shall not publicly advocate on behalf of the LMCD a policy or position that has not been approved by the Board. Nothing herein is intended to limit Board members from reporting on the activities of the LMCD to their respective Municipalities. However, to the extent Board members speak publicly about issues that do not reflect a policy or position approved by the Board, it is incumbent on the member to make it clear as part of that communication that he or she is expressing a personal opinion and is not speaking on behalf of the LMCD.

The Chair is responsible for ensuring Board representation at LMCD-sponsored events and other events requiring a Board member to be present.

Section 3.2 Vice Chair. The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair (including signing all Board approved contracts, agreements, and other documents on behalf of the LMCD).

Section 3.3 Secretary. The Secretary shall be responsible for maintaining a record of the proceedings of the Board, including preparation of minutes and meeting notices. The Secretary may assign these duties to the LMCD's Executive Director or other staff member (subject to approval by the Board).

Section 3.4 Treasurer. The Treasurer shall receive and is responsible for all money of the LMCD. The money of the LMCD shall be considered public funds. The Treasurer is required to give the Board a bond before undertaking the Treasurer's duties. The duties of the Treasurer include, but are not necessarily limited to, the following:

- a) Timely payment of claims made against the LMCD. All checks issued by the LMCD shall require two signatures (typically the Treasurer and Executive Director). Additional authorized signers for checks, when needed, include the Chair, Vice Chair and Secretary.
- b) Keep an accurate account of funds received and disbursed. Prepare and present to the Board a monthly financial summary and balance sheets.
- c) Coordinate the investment of LMCD funds in accordance with an approved LMCD Investment Policy and to the extent authorized by Minnesota Statutes, section 103B.621, subdivision 3.
- d) Coordinate preparation of an independent annual audit of the LMCD's funds. Such audit report shall be provided to the Board and to each Municipality to satisfy the annual reporting requirement in Minnesota Statutes, section 103B.621, subdivision 4.
- e) Prepare a proposed annual LMCD budget and present it to the Board early enough in the year to allow time for the Board to approve it and forward it to each Municipality before July 1st as required by Minnesota Statutes, section 103B.635, subdivision 1. The detailed budget shall be forwarded to each Municipality together with a statement of the proportion of the levy to be provided by each Municipality. No Municipality may pay more than 20 percent of the overall levy.

The Treasurer may assign some of these duties (with the exception of signatory responsibilities) to the Executive Director, other staff member, or other Board members with the approval of the Board.

Section 3.5 Executive Director. The Board may appoint an Executive Director who serves at the pleasure of the Board. Under the supervision of the Board, the Executive Director:

- a) Is the executive and operating officer of the LMCD;

- b) Is responsible for the operation, management, and promotion of all activities with which the LMCD is charged and other duties prescribed by the Board or in the Code of Ordinances; and
- c) Has the power necessarily incident to the performance of the duties of the position and other powers granted by the Board, but without authority to incur liability or make expenditures on behalf of the LMCD without specific directions by the Board.

No individual Board member has direct authority over the Executive Director or LMCD staff. Board members may request information from the Executive Director, but if such request, in the Executive Director's judgment, requires a material effort or cannot be met within the time requested, the request shall be referred to the full Board.

ARTICLE IV - BOARD MEETINGS

Section 4.1 Regular. Regular meetings of the Board shall be held on the second and fourth Wednesday of each month, subject to change. Each year, the Board will adopt a schedule of regular meetings in December for the following calendar year.

Section 4.2 Special. Special meetings of the Board may be called by: (1) a motion of the Board; (2) the Chair; or (3) request by five or more members of the Board communicated to the Chair in writing, by e-mail, or other electronic means. The call for a special meeting shall identify the business to be conducted and must be communicated to the LMCD office at least five days prior to the proposed date of the meeting to allow for sufficient public notice to be provided. The LMCD office shall post notice and provide notice to each of the Board members at least three days before the meeting. Only the business included in the meeting notice as the purpose(s) of the meeting may be discussed at the meeting.

Section 4.3 Work Session and Site Visits. The Board may hold work sessions and site visits as it determines are needed for the purpose of receiving information or training, conducting inspections, to informally discuss one or more items of LMCD business, or for other purposes as determined by the Board. Work sessions and site visits are called and noticed in the same manner as a special meeting (unless a work session is held as part of a regular meeting), and the Board does not take any formal action at these meetings. Conducting a work session as part of a regular meeting does not preclude the Board from taking formal action during the regular portion of the meeting.

Section 4.4 Emergency. An emergency meeting of the Board may be held to address a present threat to the public health, safety, or welfare. Time pressures or a desire to meet quickly are not alone sufficient to constitute an emergency meeting. Only the Chair may call an emergency meeting, in consultation with the Executive Director and LMCD Civil Attorney.

Section 4.5 Notice. Notice of Board meetings shall be provided in accordance with the Minnesota Open Meeting Law (Minnesota Statutes, Chapter 13D).

Section 4.6 Agenda. The Chair and the Executive Director shall be responsible for preparing the agenda for Board meetings.

Section 4.7 Conduct of Meetings. A majority of the entire Board (which is typically eight) constitutes a quorum for the Board to meet and conduct its business. If there is a vacancy on the Board, the vacant position shall not be counted towards determining a quorum. Board meetings shall generally be conducted in a manner consistent with “Robert’s Rules of Order,” though noncontroversial matters of parliamentary procedure may be resolved by consensus of the Board without strict adherence to “Robert’s Rules of Order.” Each of the Board members shall conduct themselves in a professional and civil manner as a representative of their Municipality. For the good order of the Board, members will wait to be recognized by the Chair before speaking, will not attempt to discuss matters that are not presently before the Board, will not be disruptive or overly argumentative, and shall treat other members and the public with respect in their capacity as a Board member.

Section 4.8 Interactive Television. One or more Board members may participate in a Board meeting by interactive television, provided such participation complies with the requirements of Minnesota Statutes, section 13D.02 and the necessary equipment is available at the meeting site to accommodate the request. Any Board member requesting to participate in a meeting by interactive television shall notify the Executive Director at least five business days before the day of the meeting so the necessary equipment and connections can be arranged and the required additional notice provided.

Section 4.9 Voting. When a quorum is in attendance, the Board may take action on any matter before it based on a majority vote, unless a greater majority is required by law. Only Board members present at the meeting, or who are properly attending by interactive television, are allowed to vote and votes may be taken by voice or roll call. Amendments to the LMCD Code may only be adopted upon a positive vote of the majority of all Board members.

ARTICLE V - COMMITTEES

Section 5.1 Standing Committees. Standing committees may be formed from time to time by resolution of the Board. Members of committees need not be members of the Board; however, at least one member of the Board shall be appointed to serve on each committee. Unless expressly provided otherwise in the establishing resolution, all standing committees are advisory to the Board. Standing committees shall conduct their business in accordance with the Minnesota Open Meeting Law.

Section 5.2 Temporary Working Groups. The Board may have temporary working groups study or provide assistance to the Board on particular matters. Temporary working groups may include persons who are not members of the Board, but in no case shall a quorum or more of the Board constitute or participate in a working group. Working groups are formed by consensus of the Board, not formal appointment, and typically consist of volunteers who express a willingness to assist the LMCD and its limited staff by taking on a particular task or gathering information. Such working groups are informal, not authorized to decide any matters for the Board, and are not required to conduct their business in accordance with the Minnesota Open Meeting Law.

Any information gathered, reports developed, or recommendations made by a working group shall be presented to the Board at an open meeting for consideration and action as the Board may determine is appropriate.

Section 5.3 Outside Committees. The Board may appoint one or more Board members to represent the LMCD on committees, task forces, or work groups of other organizations. Such appointed members may represent the interests of the LMCD as part of their participation, but are not authorized to make any commitments, enter into any agreements, authorize any expenditures, or otherwise bind LMCD unless specifically authorized to do so by the Board. The appointed Board member shall give a full report, written or verbal, to the Board at the next regularly scheduled Board meeting following any committee activity or at such other times as may be reasonable given the nature of the committee's activities.

ARTICLE VI - AMENDMENTS AND GENERAL PROVISIONS

Section 6.1 Amendments to Bylaws. These Bylaws may only be amended by a 2/3rds vote of all members of the Board at a regular or special meeting. All amendments must be in written form and identify the proposed amendments by striking through the language proposed to be deleted and underlining the language proposed to be added. Approved amendments are to be incorporated into the text of the Bylaws and, upon signature of the Chair and Secretary, shall become the official LMCD Bylaws.

Section 6.2 Conflicts. In any instance where these Bylaws are in conflict with the LMCD's enabling legislation or other law, the State law shall control. Nothing in these Bylaws shall be interpreted as limiting the powers of the LMCD or the Board provided them by law.

Section 6.3 Repealer. These Bylaws supersede and replace the previous bylaws adopted for the LMCD, which are hereby repealed.

Section 6.4 Effective Date. These Bylaws are effective upon their adoption by the LMCD Board of Directors.

Adopted this 14th day of October 2020.

BY THE BOARD OF DIRECTORS

/s/ Gregory J. Thomas
Gregory J. Thomas, Chair

Attest: /s/Dan Baasen
Dan Baasen, Secretary

Originally Adopted: June 8, 2016
Amended: October 14, 2020

LMCD ANNUAL OPERATIONS CALENDAR 2024

This calendar is intended as an overview of annual activities by month for the LMCD operations. It is not intended to be inclusive of all business functions or activities. The purpose is to identify recurring activities, deadlines, and coordination with other business operations. This calendar is a **Working Document** and will change as items are added, removed, or adjusted over time. Items are inserted by approximate, projected, or past due dates, and therefore, should be verified each year.

Month		Event & Activity		
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January				
January				
		<ul style="list-style-type: none"> Review and update 4th Quarter - Strategic Plan Dashboard 		
		<ul style="list-style-type: none"> Monthly Virus updates on all computers 		
		<ul style="list-style-type: none"> Firewall - Quarterly (March, June, September, December) 		
		<ul style="list-style-type: none"> ibackup - Quarterly (March, June, September, December) 		
		<ul style="list-style-type: none"> Weekly Staff Meeting 		
		<ul style="list-style-type: none"> Run End of Year Website Stats 		
		<ul style="list-style-type: none"> Mail Charter Boat Applications (Est. 8 vendors, 21 boats)- Due 03/01 		
		<ul style="list-style-type: none"> be looking for State to send us C&D Renewals 		
		<ul style="list-style-type: none"> 2022 Contract AIS Specialist, contract Lake AIS vegetation plan, etc. 		
		<ul style="list-style-type: none"> Renew Service Mark Registration for "Lake Minnetonka Conservation District" and "Lake Minnetonka Conservation District Save the Lake & Design" Expires 1/26/21 (paid 11/12/20, good for 10 years: Renew again in 2031 		
		<ul style="list-style-type: none"> Pay Equity Report - Due 01/31/2023 (Every 3 years) - Submitted to the State. Board memo/approval 1st meeting in January, then Prepare online worksheet and submit, post notices bull. bd. and hot topics 		
		<ul style="list-style-type: none"> Renew ESRI - look for email reminder/quote. Annual renewal Completed online - per email received in December, Paid for 1 year 4/1/22 - 3/31/23 		
		<ul style="list-style-type: none"> SurveyMonkey Renewal - auto renewal on CC (we get confirming email receipt) 		
		<ul style="list-style-type: none"> 1099-NEC - Annual Due 1/31 to State with 1096 Submittal form. Complete on Quickbooks. 		
		<ul style="list-style-type: none"> Legislature (last year (2022) letters mailed 2/11/22 		

	<ul style="list-style-type: none"> • Purge Past Year's Files/ Record Retention-Financial, Payroll, Contracts for Audit 		
	<ul style="list-style-type: none"> • File Sales and Use Tax Due 2/5 - (online - see email reminder in December. Nothing due but must file a report - Annual Report is due February 5th) 		
	<ul style="list-style-type: none"> • PERA Exclusion Report- Annual Due 02/28 online submittal on Pera/ERIS Website, per email reminder rec'd early in December. ALSO COMPLETE ONLINE "LEAVE" WORKSHEET (we have none) 		
	<ul style="list-style-type: none"> • Prepare Liability Waiver form for board approval 1st meeting in February. This form is within the P/C Online Worksheet. 		
	<ul style="list-style-type: none"> • Complete Worker's Comp and P/Casualty Insurance worksheets online - via email(s) with links that come in beginning of January. Typically have 45 day window to complete. 		
	<ul style="list-style-type: none"> • Form 1095B & 1094B Submittal - ACA Employee Health Coverage Verification - Get online forms from IRS early in December - Due 2/28. Get printout from BCBS via email to complete form. 		
	<ul style="list-style-type: none"> • Oath of Office New Board Members (Jan/Feb) 		
	<ul style="list-style-type: none"> • Board Self-Evaluation 		
	<ul style="list-style-type: none"> • Update Communications List-- City Council Members, Mayors, Legislators etc., Names and Addresses 		
	<ul style="list-style-type: none"> • Review County's Buoy/Lake Improvements Projects and Confirm "Slow" Buoy Placement Map (Board Agenda)- Big Island replacements 		
	<ul style="list-style-type: none"> • Review "Save the Lake" Grant Program Applications, Requirements- On Hold 2017 		
	<ul style="list-style-type: none"> • Deicing Inspections (and letters to follow) 		
	<ul style="list-style-type: none"> • Annual Renewal Email and Office Microsoft 365 - 21 Users (renewal every 3 years) 		
	<ul style="list-style-type: none"> • DNR Grant, Invasive Aquatic Plant Management- Opened 01/31/2020, first come first serve 		
	<ul style="list-style-type: none"> • Hennepin County Grant AIS Prevention- Due 01/24/2022 		
	<ul style="list-style-type: none"> • Close Financial Books, Complete Year-End Financial Statement. (Audit was February 7th & 8th, 2022) 		
	<ul style="list-style-type: none"> • Prepare for Audit 		
	<ul style="list-style-type: none"> • GoDaddy/Microsoft Renewal - is now Annual Renewal, look for email in January, is auto deduct to CC 		
	<ul style="list-style-type: none"> • Benevity Self Certification application, complete form via email. Next Certification reminder per email rec'd early in January 		
	<ul style="list-style-type: none"> • Staff Update on Deicing Inspections (Tell the Board) 		
	<ul style="list-style-type: none"> • Schedule Watercraft for Hire & Alcoholic Beverage Training 		

February

February

		<ul style="list-style-type: none"> Monthly Virus updates on all computers 		
		<ul style="list-style-type: none"> Firewall - Quarterly (March, June, September, December) 		
		<ul style="list-style-type: none"> ibackup - Quarterly (March, June, September, December) 		
		<ul style="list-style-type: none"> Weekly Staff Meeting 		
		<ul style="list-style-type: none"> note: Liquor/Beer/Wine Renewals - Applications Due 02/01 		
		<ul style="list-style-type: none"> Send State Liquor Apps to HCSO (Hennepin County Sheriff's Office) (BG Investigation) 		
		<ul style="list-style-type: none"> Update & Setup New Board Member Information--Forms, Website, Email, Etc. 		
		<ul style="list-style-type: none"> Election of Board Members for Officers, Nominating Committee; first meeting February 		
		<ul style="list-style-type: none"> Distribute Meeting Schedule 		
		<ul style="list-style-type: none"> Update Committee Calendar 		
		<ul style="list-style-type: none"> Get Officer signatures for Bank Accounts. (prepare papers for signatures, bring to bank). 		
		<ul style="list-style-type: none"> Present form for LMCIT Liability Coverage Waiver (P/C Policy) to Board for Signature 		
		<ul style="list-style-type: none"> Resolution Designation of Committees and Workgroups 		
		<ul style="list-style-type: none"> Purchase Tabs for Ford Truck and Cargo Trailer (Due 2/28) 		
		<ul style="list-style-type: none"> MCWD Grant Applications Watercraft Inspections- Due 02/17/2017 		
		<ul style="list-style-type: none"> Establish Timetable for LMCD Budget Process for Next Year (Finance Committee does) 		
		<ul style="list-style-type: none"> Review and Adjust Strategic Plan 		
		<ul style="list-style-type: none"> Annual Financial Audit occurs- Onsite (2/7 and 8, 2022) 		
		<ul style="list-style-type: none"> Board Member Orientation 		
		<ul style="list-style-type: none"> LMCD Update Report for Mayors/City Managers 		
		<ul style="list-style-type: none"> Treasurer's Bond Renewal (LMC) not required for treasurer per legal, and Depository Resolution for New Officer's signatures 		
		<ul style="list-style-type: none"> Review Water Patrol Agreement with Sheriff, representatives, recommendation to board (HC, Prosecutor, Staff, etc.) 		

	<ul style="list-style-type: none"> • Scan and send WC Premium Option Selection (Regular Prem Opt) to Angela/LMC via email end of February 		
	<ul style="list-style-type: none"> • Online application/Sign up for Art on the Lake (Event is June) and reserve a tent - Wait to see if Jury selects us 		
	<ul style="list-style-type: none"> • ESRI subscription renewal via email, credit card (1 year 4/1/22 - 3/31/23) auto paid on CC 		
	<ul style="list-style-type: none"> • Mail Port of Call Certificate to Cities for Liquor License Renewals did 3/1/22, try to do earlier this year!! 		
	<ul style="list-style-type: none"> • Initiate Contract Watercraft Inspections- Three Rivers Park District (or others) 		

March

March

	<ul style="list-style-type: none"> • Monthly Virus updates on all computers 			
	<ul style="list-style-type: none"> • Firewall - Quarterly (March, June, September, December) 			
	<ul style="list-style-type: none"> • ibackup - Quarterly (March, June, September, December) 			
	<ul style="list-style-type: none"> • Staff Meetings/Updates 			
	<ul style="list-style-type: none"> • Charter Boat (Watercraft for Hire) Applications Due 3/1/21 (Make calls to any late ones) 			
	<ul style="list-style-type: none"> • Zoom Renewal - Standard Pro Annual (via email - CC) 			
	<ul style="list-style-type: none"> • WP Engine Renewal (New Website platform Annual Renewal) Paid by CC 			
	<ul style="list-style-type: none"> • Initiate Seasonal Employee Recruitment (not in 2019, 2020,2021 COVID) 			
	<ul style="list-style-type: none"> • PSA End of Winter Reminders 			
	<ul style="list-style-type: none"> • Present Annual Audit to Board for approval 			
	<ul style="list-style-type: none"> • Approval of Liquor Licenses (Renewal Without Change) 			
	<ul style="list-style-type: none"> • Receive iBackup email, check CC on file, will auto-renew on 4/8 			
	<ul style="list-style-type: none"> • Annual Spring Newsletter- 2017 Update Regarding Activities, Communications, etc. 			
	<ul style="list-style-type: none"> • Staff Update on LMCD Watercraft Inspection Program Options 			
	<ul style="list-style-type: none"> • LMCIT Property Casualty (PC) Insurance - receive billing for new policy (P/C policy expires 5/1) 			
	<ul style="list-style-type: none"> • Ensure updated information for Dock & Lake questions 			
	<ul style="list-style-type: none"> • Summer Sign Replacements 			
	<ul style="list-style-type: none"> • Budget Update to Board (quarterly) 			
	<ul style="list-style-type: none"> • Watercraft for Hire Alcoholic Beverage Training- Multi-agency 			

	<ul style="list-style-type: none"> Send Approved Liquor License Applications to MN Alcohol and Gambling Enforcement (with C+D checks payable to A&G) 		
	<ul style="list-style-type: none"> Solar Lights Inventory, clean, check, prepare to put in an order in April. 		
	<ul style="list-style-type: none"> Meetings with Partner Agencies, Stakeholders 		
	<ul style="list-style-type: none"> Start Negotiation Process to Renew Contract for Office Space (Office space Exp 09/30/2018- 5 year 2023) 		
	<ul style="list-style-type: none"> Adobe Creative Cloud (InDesign) annual auto renewal 5/4 (look for email, make sure cc info up to date) 		

April

April

	<ul style="list-style-type: none"> Review and update 1st Quarter - Strategic Plan Dashboard 			
	<ul style="list-style-type: none"> Renew LSP Certification (exp. Every 3 years) 			
	<ul style="list-style-type: none"> Monthly Virus and updates on all computers 			
	<ul style="list-style-type: none"> Firewall - Quarterly (March, June, September, December) 			
	<ul style="list-style-type: none"> ibackup - Quarterly (March, June, September, December) 			
	<ul style="list-style-type: none"> Weekly Staff Meeting 			
	<ul style="list-style-type: none"> Mail Multiple Dock Licenses 			
	<ul style="list-style-type: none"> Mail Watercraft for Hire and Liquor Licenses 			
	<ul style="list-style-type: none"> Order Watercraft for Hire Stickers 2023 			
	<ul style="list-style-type: none"> Staff Update of LMCD Regulatory Activities 			
	<ul style="list-style-type: none"> Order new Lake Maps from MCWD and Hennepin County 			
	<ul style="list-style-type: none"> Solar Light Inventory, place order (order placed 4/20/22) 			
	<ul style="list-style-type: none"> Print new Summer Rules (typically get calls in April for Rules and Maps) 			
	<ul style="list-style-type: none"> Mail City Levy Notices (2nd Quarter Due June 30) 			
	<ul style="list-style-type: none"> Renew I-Backup Due 4/8 annual (auto renewal thru credit card) 			
	<ul style="list-style-type: none"> Present Next Year's "Preliminary" Budget and Report 			
	<ul style="list-style-type: none"> Legislature 			
	<ul style="list-style-type: none"> Prepare and Mail the "Save the Lake" SPRING Contributions Letter (2022 Spring Mailing to be completed by A la Carte) 			
	<ul style="list-style-type: none"> PSA Summer Lake Safety- electrical, boating, swimming, etc. 			

	• Solar Lights preparations and Installations		
	• Pickup Truck, Trailer, Take the Tabs!		
	• Get Boat out of storage		
	• Celebrate Wekota Park, City of Tonka Bay , Late April 1-4pm		
	Schedule large room (little theater) Westonka High School, • Boater Safety Class (end May or early June, last class was 6/10/19) 2022 June Class at Water Patrol		
	Consider Ordering new Promotional items for Save the Lake. • Agenda item next Save the Lake Meeting. List current inventory. Includes discussion and ordering procedures.		
	• LMCIT Workers Comp Insurance - receive billing for new policy (policy expires 5/1)		
	• Site Visits New and Reconfigured Docks		

May

May

	• Monthly Virus and updates on all computers		
	• Firewall - Quarterly (March, June, September, December)		
	• ibackup - Quarterly (March, June, September, December)		
	• Weekly Staff Meeting		
	• Submit Preliminary Draft of Budget to Cities for Review		
	• Licks Unlimited - May		
	• Trista Days (Minnetrista) 5/21/22 (11-2pm)		
	• Search Engine Renewal (for Website)		
	• Wayzata Lake Effect Spring Splash was 5/14/2022 (11-1pm)		
	QuickBooks Renewal - We purchased Desktop Pro 2021 on • 5/28/21, we will receive updates through May of 2024, then we will need to purchase new version		
	• Field inquiries and complaints regarding docks, etc.		
	• Renew GoDaddy Web-Hosting - Economy Linux w/Web Hosting (good for 3 months) -good through end of July 2021		

	<ul style="list-style-type: none"> Process new variance and permanent docks through summer 		
	<ul style="list-style-type: none"> APC Mart UPC 1500 Expires 6/5/23 		

June

June

	<ul style="list-style-type: none"> Boater Safety Education (was Westonka Theatre Room, now Water Patrol (see April for room reservation) 			
	<ul style="list-style-type: none"> Monthly Virus updates on all computers 			
	<ul style="list-style-type: none"> Firewall - Quarterly (March, June, September, December) 			
	<ul style="list-style-type: none"> ibackup - Quarterly (March, June, September, December) 			
	<ul style="list-style-type: none"> Weekly Staff Meeting 			
	<ul style="list-style-type: none"> Website Stats 			
	<ul style="list-style-type: none"> Solar Lights maintenance 			
	<ul style="list-style-type: none"> Begin Multiple Dock Inspections- Reconfigurations, New 			
	<ul style="list-style-type: none"> "Art on the Lake" Excelsior June 10th and 11th (10-2pm) (signed up in March) 			
	<ul style="list-style-type: none"> Reserve a canopy tent from A-1, for Art on the Lake 			
	<ul style="list-style-type: none"> GoDaddy Renew Domain (LMCD.Org) good for 2 years (expires 6/7/23) 			
	<ul style="list-style-type: none"> PICORI is due 7/31, (Affordable Care Act Patient Centered Picori (Annual) -use Federal Form 720 (Excise Tax)- file by mail 			
	<ul style="list-style-type: none"> Sign up for James J Hill Days-complete online application form, look for email mid-June (sign up was July in 2021) - Event is September. Sign up for Tent through the Chamber 			
	<ul style="list-style-type: none"> Approval of LMCD Budget, Mail to cities-- Due before 07/01 			
	<ul style="list-style-type: none"> Mail City Levy Notices (3rd Quarter Due 9/30) 			
	<ul style="list-style-type: none"> Minnnetonka Summerfest 06/25 - 6/26/22 various times 			
	<ul style="list-style-type: none"> Recommended EAW Submittal Deadline for Winter Installations (If EIS Not Required) 			
	<ul style="list-style-type: none"> Budget Update to Board (quarterly) 			
	<ul style="list-style-type: none"> Register for Starry Trek (Event date in Mid-August) 			

	<ul style="list-style-type: none"> LMCIT Workers Comp Insurance Audit- Annually anytime between June-August 		
	<ul style="list-style-type: none"> LMCIT Property appraisal every 7 years. Receive email from LMCIT (rec'd 6/30/20, no appraisal scheduled due to COVID) Look for email. 		

July

July

	<ul style="list-style-type: none"> Review and update 2nd Quarter - Strategic Plan Dashboard 			
	<ul style="list-style-type: none"> Legislature 			
	<ul style="list-style-type: none"> Check on GoDaddy Web Hosting was renewed for 3 months, expires end of July - do we renew this with New Website now? 			
	<ul style="list-style-type: none"> Monthly Virus updates on all computers 			
	<ul style="list-style-type: none"> Firewall - Quarterly (March, June, September, December) 			
	<ul style="list-style-type: none"> ibackup - Quarterly (March, June, September, December) 			
	<ul style="list-style-type: none"> Weekly Staff Meetings/Updates 			
	<ul style="list-style-type: none"> Update Report to City Councils, Mayors, Legislators, etc. 			
	<ul style="list-style-type: none"> Excelsior Apple Day in September (Sign up now - July) Also order a tent 			
	<ul style="list-style-type: none"> Spirit of the Lake Festival July 21 - 24 of 2022 			

August

	<ul style="list-style-type: none"> Starry Trek (Preparation, Event on 08/20/22) 			
	<ul style="list-style-type: none"> Mail Deicing Applications (36 Sites 2021-2022) Due 10/1 			
	<ul style="list-style-type: none"> Monthly Virus updates on all computers 			
	<ul style="list-style-type: none"> Firewall - Quarterly (March, June, September, December) 			
	<ul style="list-style-type: none"> ibackup - Quarterly (March, June, September, December) 			

August

	<ul style="list-style-type: none"> Weekly Staff Meetings/Updates 		
	<ul style="list-style-type: none"> Annual Review Data Practices Request Policy 		
	<ul style="list-style-type: none"> Schedule large room (little theater) Westonka High School, Boater Safety Class (end May or early June) (last class was 6/10/19) 		
	<ul style="list-style-type: none"> Joint Powers Agreement w/MN BCA and Court Data Services CJDN- Due 08/16/2017 (Every 5 years) 		
	<ul style="list-style-type: none"> Receive SWWC/BCBS Small Group Health Insurance Renewal for review via email 8/18/22. SWWC likes to receive our election 10/1, policy expires 1/1/23. 		
	<ul style="list-style-type: none"> No Fee Lease: Watercraft Cleaning Station at Lake Minnetona Grays Bay Public Water Access Site. No fee, expires on August 31, 2026 		

September

September

	<ul style="list-style-type: none"> Office Space (Office space renegotiate by 09/30/2018, every 5 years) 2023 		
	<ul style="list-style-type: none"> Monthly Virus and updates on all computers 		
	<ul style="list-style-type: none"> Firewall - Quarterly (March, June, September, December) 		
	<ul style="list-style-type: none"> ibackup - Quarterly (March, June, September, December) 		
	<ul style="list-style-type: none"> Weekly Staff Meeting/Updates 		
	<ul style="list-style-type: none"> US Bank Visa Credit Card Auto Renewal Renew 9/22 (every 4 years?) 		
	<ul style="list-style-type: none"> Annual Fall Newsletter (Sept/Oct)- Update Regarding Activities, Communications, Etc. 		
	<ul style="list-style-type: none"> Trend Micro/Guardian Network Solutions 2 Year Security Subscription (7 users) expires 12/13/23 		
	<ul style="list-style-type: none"> James J Hill Days- Wayzata, September 2022, 9th, 10th, 11th (order tent, table, & chair through the Wayzata Chambers) 		
	<ul style="list-style-type: none"> (Mike) Al and Alma's picked up empty Bins for removing the Solar Lights. Buoys to be removed by October 15th. 		
	<ul style="list-style-type: none"> (Dave) Paradise Charters to pick up empty Bins for removal of Solar Lights, October 15th. 		
	<ul style="list-style-type: none"> Constant Contact Renewal (originally set up 9/28/22 per VS) 		

	<ul style="list-style-type: none"> Check on GoDaddy Web Hosting was renewed for 3 months on 11/10/21, AUTO RENEWS January- we plan to renew this with New Website in the future... (Keep Domain hosting) 		
	<ul style="list-style-type: none"> LMCIT Annual Membership Dues, 9/1 - 8/31, pay Invoice in September 		
	<ul style="list-style-type: none"> Excelsior Apple Days September 2022, 16th, 17th (also order a tent from A-1) 		
	<ul style="list-style-type: none"> Our Lady of the Lake Incredible Festival 9/16 - 9/17/22 various times 		
	<ul style="list-style-type: none"> Mail City Levy Invoices (4th Quarter Due 12/31) 		
	<ul style="list-style-type: none"> Sun Sailor Newspaper (Mtka/Excelsior/E.Prairie) Newspaper Delivery & Online access 		
	<ul style="list-style-type: none"> DNR Permit- staff contacted them 		
	<ul style="list-style-type: none"> Budget Update to Board (Quarterly) 		

October

October

	<ul style="list-style-type: none"> Monthly IT Security Updates & Maintenance 		
	<ul style="list-style-type: none"> Firewall - Quarterly (March, June, September, December) 		
	<ul style="list-style-type: none"> ibackup - Quarterly (March, June, September, December) 		
	<ul style="list-style-type: none"> Weekly Staff Meeting/Updates 		
	<ul style="list-style-type: none"> Review and update 3rd Quarter - Strategic Plan Dashboard 		
	<ul style="list-style-type: none"> Legislature 		
	<ul style="list-style-type: none"> PSA End of Season Reminders 		
	<ul style="list-style-type: none"> Deicing Applications- Due 10/1, Mail Licenses 		
	<ul style="list-style-type: none"> Memo for packet, 2023 Employee Benefits Package 		
	<ul style="list-style-type: none"> Fortinet Renewal per email, online renewal of Advanced Malware protection (Due Jan 8) -rec'd email for renewal 10/4/22 		
	<ul style="list-style-type: none"> Receive Health Partners Renewal (Dental Insurance) info via email. Will Auto-Renew on Jan 1st unless we change 		
	<ul style="list-style-type: none"> Save the Lake- Send Out for Grant Requests for Next Year 		
	<ul style="list-style-type: none"> City of Minnetonka "City and Fire Dept. Open House " - set up an LMCD booth (Tues. Oct. 9, 5-8pm) 		
	<ul style="list-style-type: none"> Board Approval Draft Memo City Appointments of Members (then send Letter to Cities, mail and email) 		
	<ul style="list-style-type: none"> Tonka Trot for Heroes, October 12, 2019. (Sign up by Sept. 30th) 		

	<ul style="list-style-type: none"> Consideration of Annual Recognition Hennepin County Sheriff's Office Water Patrol Special Deputy Candidate 		
	<ul style="list-style-type: none"> Mail Multiple Dock and District Mooring Applications - Est. 117 MD, 4 DM)- Due 12/23/22 		
	<ul style="list-style-type: none"> Buoys Out of Lake October 15- Solar Light Removals 		
	<ul style="list-style-type: none"> Review Results and Cooperative Agreement Water Patrol with Sheriff, Representatives, Recommendation to Board 		
	<ul style="list-style-type: none"> Prepare and Mail the "Save the Lake" FALL Contributions Letter 		
	<ul style="list-style-type: none"> Board Director Orientation and Onboarding (and Exit) Procedures. Prepare New Board Member Orientation/Meeting Guides., Website updates, GoDaddy work, Name Plates, etc. 		
	<ul style="list-style-type: none"> Establish Nominating Committee for Officers (prepare memo for board meeting) 		
	<ul style="list-style-type: none"> Truck, Trailer, Boat, etc. to Storage 		
	<ul style="list-style-type: none"> Update/Print/Post Winter Rules Brochure 		

November

November

	<ul style="list-style-type: none"> Monthly IT Security Updates & Maintenance 			
	<ul style="list-style-type: none"> Firewall - Quarterly (March, June, September, December) 			
	<ul style="list-style-type: none"> ibackup - Quarterly (March, June, September, December) 			
	<ul style="list-style-type: none"> Weekly Staff Meeting/Updates 			
	<ul style="list-style-type: none"> Renew Contracts for Professional Services: Room Rental for Board Meetings, Audio/Video, Minute Takers, Producer LMCC 			
	<ul style="list-style-type: none"> Appointments for Legal Services, Auditor, Bank Depository, Official Newspaper, and service providers. Board memo, 1st meeting in December. 			
	<ul style="list-style-type: none"> Employee Compensation Adjustments 			
	<ul style="list-style-type: none"> Dock Applications Follow-up 			
	<ul style="list-style-type: none"> Winter Signs 			
	<ul style="list-style-type: none"> PSA Winter Lake Use Reminders 			
	<ul style="list-style-type: none"> AIS Potential Grants Board Review (November/December) 			
	<ul style="list-style-type: none"> Update Financial System with New Budget Numbers (November/December) 			

December

December

		• Multiple Dock and DMA Application Due 12/01		
		• Monthly IT Security Updates & Maintenance		
		• Firewall - Quarterly (March, June, September, December)		
		• ibackup - Quarterly (March, June, September, December)		
		• Weekly Staff Meeting/Updates		
		• APC Smart (change out battery)		
		• Benevity Causes - the next Self-Certification is due December 7, 2023, look for email in October		
		• Print Forms online 1099-Misc and 1096 Submittal forms from IRS. Complete forms in early January, due 1/31 to IRS and (MH)		
		Print Forms online 1095B and 1094B Forms from IRS. ACA		
		• Employee Health Coverage Verification (Forms to be completed in January and Due 2/28)		
		• look for Sales & Use Tax email, be ready to file in January, for February 5th Due Date, file, even if zero		
		• Mail Liquor/Beer/Wine Applications (Est. 7 Vendors, 20 Boats) Due 02/01		
		• Watercraft Inspection Report- DNR, Three Rivers Park District		
		• Generate/Update Spreadsheet for Levy Calculations for 2022 and Mail City Levy Invoices (1st Quarter) Due 3/31		
		• Approve Annual Meeting Calendar		
		• Update Distribution Lists with new appointments, City Mayors, Board, etc.		
		• Board Self-Evaluations		
		• Executive Director performance appraisal		
		• Pay for Truck and Trailer Tabs - Due 2/28/22		
		• Board Members Appointed by Cities by 12/31		
		• Budget Update to Board (quarterly)		
		• Year End Review and Celebration of Successes		
		• Approve & Mail Annual Contracts & Agreements w/ City of Wayzata, LMCC, Timesaver, and Chuck Struck		