



**NORTH FORK
CROW RIVER**
WATERSHED DISTRICT

Administrative Policies & Procedures

I have received a copy of the North Fork Crow River Watershed District Administrative Procedures and Policies Manual. I agree to read and understand the policies as adopted by the Board of Managers.

Signature

Date

Print Name

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I. INTERNAL CONTROL POLICY

The following policies and duties are followed by the North Fork Crow River Watershed District. The District has established this written internal control manual in an effort to create clear written procedures, instructions, and assignments of duties to prevent or reduce misunderstandings, errors, inefficient or wasted effort, duplicated or omitted procedures, and other situations that can result in inaccurate or untimely accounting records. A well-devised accounting manual can also help to ensure that all similar transactions are treated consistently, that accounting principles are proper, and that records are produced in the form desired by management.

Internal controls are designed to protect a local government unit from loss or misuse of its assets. Internal controls also ensure that all transactions are properly authorized and the information contained in financial reports is reliable.

A. DISTRICT POLICIES

1. ACCESS TO FUNDS:

- a. Per the District Bylaws, revised July 13, 2015, the Board of Managers, by resolution, may authorize the Administrator to purchase goods and services or otherwise bind the District by contract up to an amount or amounts specified in resolution. The District authorizes the Administrator to purchase additional goods and services within existing contracts at an amount up to 10% of the original contract amount, not to exceed \$5,000 without approval from the Board. Except as provided in the resolution, Board of Managers approval is required to contractually bind the District.
- b. Per the District Bylaws, revised July 13th, 2015, payment of every invoice, bill or any other form of indebtedness incurred by the District must have approval of the Board of Managers. Checks issued by the District for payments for any purpose will bear two authorized signatures. These requirements may be superseded only by resolution or temporary suspension of the by-laws as provided for in the by-laws.
- c. The District keeps a signature card with Bonanza Valley State Bank, allowing the five Board of Managers and the administrator to be signatory to approved checks.
- d. District checks reside with the Administrator and are kept in the District office in a cabinet that is to be locked at all times. The administrator and the chairman of the Board of Managers will maintain keys to the designated cabinet.
 1. The administrator will authorize no more than one hundred (100) numbered and sequential checks to the District Bookkeeper/Administrative Assistant for monthly business. Administrator is responsible to maintain check transfer records.
 2. The issued checks are to be kept in a locked file cabinet in the Bookkeeper/Administrative Assistant's office. The Administrator and

the Bookkeeper / Administrative Assistant will each maintain keys for this cabinet. Bookkeeper is responsible for maintaining possession and record of all checks issued by Administrator.

- e. Administrator and the Board of Managers Treasurer have the ability to authorize the transfer of funds between District accounts and to deposit, but not to withdraw cash from accounts.
- f. The District does not allow blank checks to be signed (AKA “pre-signed checks”).
- g. The District does not have signature stamps. All checks are individually signed by the approved managers and administrator.
- h. The District has two (2) credit card accounts with varying credit limits. Cards are issued and credit accounts financed through the Central MN Federal Credit Union. The District has a [Credit Card Policy](#).

2. PERCENTAGE RATE FOR BORROWING

The District is acting drainage authority for public drainage systems within its boundary. Funds to cover maintenance costs on individual systems may be insufficient due to project repayment or work incurred, and it may be necessary to borrow funding from the general fund to cover costs. The drainage authority sets an annual percentage rate through resolution to accrue interest from the drainage accounts to cover administrative costs.

3. CONTRACTS

- a. The District Board of Managers shall review and execute any cost share agreements for program applications.
- b. The District Board of Managers shall review and execute any grant or loan agreements for local, state or federal funds.

4. EXPENSES¹

- a. Per the District’s [Per Diem Policy](#) and [Public Purposes & Expenditures Policy](#), the District may in certain instances provide for compensation of its managers in addition to that provided for participation in regularly scheduled meetings, provided that:
 - 1. Such compensation is made consistent with and subject to the requirements of MS [103D](#); and ,
 - 2. Such compensation is authorized in each case only by the discretion and consent of the District’s Board of Managers given through formal vote; and,

¹ Refer to the Public Purposes & Expenditures Policy

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3. Such compensation is authorized in advance of the activity in question and is not provided retroactively; and,
 4. No other compensation, except for allowable expenses, for the activity in question is provided either by the District or any other entity.
- b. Managers have approved a [Per Diem Policy](#).
 - c. Managers annually approve through resolution a standard mileage rate base on the Internal Revenue Service standard mileage rate, as it may be adjusted from time to time, which will constitute the reimbursement rate for the use of personal automobile for District business by District managers, staff and consultants.

6. MISUSE OF TAXPAYER ASSETS

- a. The District owns a motor vehicle and all-terrain vehicle. The District has adopted a [Vehicle Use Policy](#).
- b. The District owns office equipment and other assets. The District has adopted a [Fixed Assets Policy](#).

7. USE OF SPECIAL PROJECT FUND ACCOUNTS

SRF REPAY LEVY FUNDS

This is a previous levy fund used to help fill any financial gaps between SRF funds received and SRF project closure or repayments to MPCA. This fund is levied as District-wide, similar to the Administrative, Insurance & Bonding and Data Acquisition funds. This levy is not meant to be separated by County or SRF project. Previously, these funds were deposited into SRF County Assessments fund and classified as R&K Levy if the funds came from Stearns, Kandiyohi or Meeker. These funds were also deposited into SRF Grove Lake if they came from Pope County and classified as Grove Lake Levy. In reality, both SRF Levy Classifications (R&K Levy and Grove Lake Levy) act as one fund for all SRF Projects.

SRF INTEREST ACCOUNT

This account holds interest from previous bank CDs consisting of funds from pre-pays on SRF County Assessments (Rice / Koronis Area) account before they were cashed in and deposited into SRF County Assessments account and the interest accrued from that interest income. The funds in this account are to be used for water quality projects or equipment mainly in the Rice/Koronis area.

RICE / KORONIS PROJECT ACCOUNT

This account was originally used for a grant project. All past grant obligations have been fulfilled. Account funds may be used for water quality improvement projects impacting Rice Lake and Lake Koronis.

NFCR WATERSHED WIDE PROJECTS FUND

This fund was created from funds remaining in the Septic Certification Project account after the close of the project. These funds are to be used for watershed-wide water quality projects.

B. SEPARATION OF DUTIES

1. ADMINISTRATOR DUTIES

- a. Receives original invoices, notices, income checks and other mail, and stamps received date.
- b. Codes invoices to project / fund in current items payable based on approved fund accounts. Distributes to bookkeeper for entry into accounting software.
- c. Reviews and approves all deposit and transfer slips from Bonanza Valley State Bank checking and savings accounts before processing.
- d. Approves and signs any receipts of cash transactions when they occur.
- e. Reviews monthly financial statements. Approves adjustments to accounting codes as presented by bookkeeper for approval as necessary based on documentation.
- f. May approve and signs checks as one of two signatories^{2 3} required.
- g. Reviews and approves all account transfers between general administrative checking and savings, and any project or drainage accounts.
- h. Prepares annual budget documents including:
 1. Tax settlements from Stearns, Pope, Meeker, and Kandiyohi County.
 2. Levy certification documents to counties and state agencies.
- i. Prepares documents for annual audit, including:
 1. Grant and project agreements and expenditures.
 2. List of capital assets and all deletions and additions.
 3. Copies of approved budgets and all budget amendments.
 4. Copy of certified Levy.
- j. Meets with auditor for annual audit review.
- k. Presents draft audit to Board of Managers at a monthly Board of Managers meeting.
- l. Presents annual budget and levy to County Commissioners at County Board meeting when necessary.
- m. Receives annual collateral statement from Bonanza Valley State Bank.

² Resolution 2006-01 (January 10th, 2006): "...checks issued by the [NFCRWD] will require only a single signature by only persons authorized to do so by resolution of the Board of Managers." Resolution to remain in effect until modified or rescinded.

³ Resolution 2014-06 (November 17th, 2014): "...checks issued by the [NFCRWD] will require two signatures by only persons authorized to do so by resolution of the Board of Managers." Resolution to remain in effect until modified or rescinded.

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- n. Maintains record of all documents stored in safe deposit box at Bonanza Valley State Bank. Retains keys to safe deposit box.
 - o. Checks for “red flags” and follows up with Chairperson and/or full Board of Managers as necessary:
 - 1. Any unusual discrepancy between actual performance and anticipated results (for example, a major budget overrun in “supplies” or an unexplained decline in user fees);
 - 2. Receipts not matching deposits;
 - 3. Disbursements to unknown and/or unapproved vendors;
 - 4. One signature on checks or pre-signed blank checks;
 - 5. Gaps in receipt or check numbers;
 - 6. Late financial reports; or
 - 7. Disregard for internal control policies and procedures.
 - p. Approves adjusting general journal entries with documentation from bookkeeper.
 - q. Communicates situations not addressed by the policies and procedures to the full Board of Managers, so that policies and procedures may be adopted as necessary.
 - r. Prepares scopes for individual program or project expenditures.
 - s. Sends final approved audit to BWSR and State Auditor.

2. BOOKKEEPER / ADMINISTRATIVE ASSISTANT

- a. Enters coded payables and deposits into accounting software, checking for accuracy to original invoices and deposit receipts.
- b. Creates monthly current items payable list for Board of Managers, which includes name of vendor, invoice numbers, invoice description, budget project / fund code, invoice amounts, and invoice totals for the vendor.
- c. Receives dated deposits, codes to project / fund in current items deposited. Copies original checks prior to deposit. Completes deposit slip with check number, vendor, and project / permit number.
- d. Cash transactions are extremely rare and discouraged when possible. In the event of a cash transaction, a receipt will be created with the date, notice of cash transaction, amount of cash, description of payment, name of payer, and will be signed by the Administrator.
- e. Prints checks for current items payable.
- f. Reconciles bank accounts.

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- g. Makes bank deposits into Bonanza Valley State Bank checking and savings account as deposits are received (as soon as possible).
 - h. Original invoices and copies of deposits are kept in bookkeeping files in the District office.
 - i. Original receipts and supporting documentation, check stubs and check copies are processed and filed in the bookkeeping files in the District office.
 - j. Creates monthly financial statements. Provides adjustments to accounting codes to Administrator for approval as necessary based on documentation.
 - k. Adjusts accounting codes as directed by Administrator.
 - m. Makes copies of all approved checks after they have been signed by the designated signatories.
 - n. Prepares fund transfers such that:
 - 1. the District checking has a balance of any outstanding checks (listed on monthly financial reports and approved by Board of Managers) plus the approved current items payable amount
 - 2. transfers from drainage accounts indebted to the general administrative account that receive income are prepared in such a way that the general administration savings account is repaid, allowing for a minimum \$100 to remain in account balance to avoid bank fees.
 - o. Disburses approved checks.
 - p. Voided checks are retained with the District financial records files in the District office.
 - q. Receives approved annual budget from Administrator.
 - r. Receives approved changes to annual budget from Administrator.
 - s. Prepares documents for annual audit, including:
 - 1. Detailed general ledger at year end.
 - 2. Trial balance at year end.
 - 3. Bank reconciliation and bank statements.
 - 4. Copy of disbursements and receipts.
 - 5. Copy of tax settlements from Stearns, Pope, Meeker, and Kandiyohi County.
 - 7. Listing of accounts payable and copies of signed checks.
 - 8. Copy of invoices.
 - 9. Approved minutes.
 - t. Meets with auditor for annual audit review.

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- u. Receives Adjusting Journal Entries Report from auditor and makes necessary adjusting journal entries in financial system.

3. **BOARD CHAIRPERSON DUTIES**

- a. Holds keys to entry doors, Administrator door, and Administrator desk containing personnel files, blank checks, bank information and key inventory.
- b. Is listed as signatory for checks.
- c. Is listed as one of four credit card holders with Central MN Federal Credit Union.
- d. Provides authorization and approvals to Administrator for PTO use and provides approval of timesheets.

4. **BOARD TREASURER DUTIES**

- a. Reviews current item payable list for Board of Managers approval at the monthly meetings.
- b. Ability to transfer funds between District accounts and to deposit, but not to withdraw from accounts.
- c. Checks for “red flags” and follows up with the Administrator as necessary and full Board of Managers if necessary:
 - 1. Any unusual discrepancy between actual performance and anticipated results (for example, a major budget overrun in “supplies” or an unexplained decline in user fees);
 - 2. Receipts not matching deposits;
 - 3. Disbursements to unknown and/or unapproved vendors;
 - 4. One signature on checks or pre-signed blank checks;
 - 5. Gaps in receipt or check numbers;
 - 6. Late financial reports; or
 - 7. Disregard for internal control policies and procedures.

4. FULL BOARD OF MANAGERS DUTIES

- a. Holds recorded public hearing for proposed budget and levy.
- b. Approves annual budget and levy by resolution.
- c. Approves scopes for individual program or project expenditures.
- d. Reviews current items deposited at monthly Board of Managers meetings.
- e. Approves current items payable at monthly Board of Managers meeting by roll call vote.
- f. Reviews all new expenditure requests against the authorized funds report. New expenditures funds are authorized or reallocated.
- g. Reviews draft audit and approves at Board of Managers meeting.
- h. Approves all receivable write-offs/write-downs by Board of Managers motion or resolution at Board of Managers meeting by roll call vote.
- i. Encourages Administrator and others to communicate situations not addressed by the policies and procedures, so that policies and procedures may be adopted as necessary.

5. LEGAL COUNSEL DUTIES

- a. Review contracts.
- b. Review policies.
- c. Complete audit letter for annual audit

6. AUDITOR DUTIES

- a. Creates Annual Financial Report.
- b. Meets with Administrator and Bookkeeper for annual audit review.
- c. Creates Adjusting Journal Entries Report.
- d. Sends final approved audit to Board of Managers.
- e. Sends final approved audit to state as required by law.

II. FIXED ASSETS POLICY

PROCEDURES FOR ESTABLISHING AND MAINTAINING A FIXED ASSET RECORD SYSTEM

A. PURPOSE

The following procedures and guidelines are to account for a standard system of control for all fixed assets owned by the North Fork Crow River Watershed District. This is in compliance with GASB 34 requirements. This policy is only for accounting purposes and does not supersede any other policies. These procedures give directions to District staff regarding the operation and maintenance of the Fixed Asset Control System (FACS).

B. DEFINITIONS

Ancillary Costs	Costs, in addition to purchase of construction costs, related to placing a capital asset into its intended use or state of operations.
Asset Life	This is the standard estimated useful life of an item. To be considered a fixed asset, an item must have a useful life greater than two years (GFOA-MN Capital Asset Guide, E-1).
Asset Value	This is the value of an item. The value will be based on the invoice plus additional costs of preparing the asset for use. To be considered a fixed asset, an item must have a value greater than \$5,000.
Buildings & Structures	A building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or movable. For example, a picnic pavilion would be considered a structure although it may have no walls. A building or structure is a roofed and/or walled structure that is city owned. Certain buildings or structures that are an ancillary part of infrastructure networks such as pumping stations should be reported as infrastructure rather than buildings. A building or structure is a roofed and/or walled structure that is city owned.
Building Improvements	Capitalized costs that materially extend the useful life of a building or increase the value, or both, beyond one year. Building improvements should not include maintenance and repairs done in the normal course of business.
Capital Assets	Under the requirements of GASB 34, capital assets include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

Capitalization Threshold	The dollar value at which a government elects to capitalize tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.
Depreciation	The process of allocating the cost of assets over a period of time, rather than deducting the cost as an expense in the year of acquisition.
Depreciation Method	The method used to calculate the allocation (depreciation) of the cost of a capital asset over its estimated useful life.
Estimated Useful Life	An accounting estimate of time period that an asset will be able to be used for the purpose for which it was purchased or constructed.
Fixed Asset	An item obtained by the District with a value greater than \$5,000 and an estimated useful life greater than one year.
Full Month Convention	Under a full month convention, property placed in service at any time during a given month is treated as if it had been placed in service on the first day of that month. This allows depreciation to be taken for the entire month in which the asset is placed in service. If the property is disposed of before the end of the estimated useful life, no depreciation is allowed for the month of disposition.
Furniture & Fixtures	Assets that are used by people in any city facility that is considered furniture or fixtures.
Infrastructure	Assets that are long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. They are permanent installations with a value greater than \$100,000. Examples include water/sewer mains, roads, bridges, tunnels, drainage systems, etc.
Infrastructure Improvements	Infrastructure improvements are capital costs that materially extend the useful life or increase the value of the infrastructure, or both.
Land	Any parcel of land that is District owned whether developed or undeveloped. Include costs for professional fees, demolition, interest, taxes, commissions, etc.
Land Improvement	Grading, roads and parking lots on District owned land that will be capitalized.
Inexhaustible	Expenditures for improvements that do not require maintenance or replacement, expenditures to bring land into condition to commence erection of structures, expenditures for improvements not identified with structures, and expenditures for land improvements that do not deteriorate with use or passage of time are additions to the cost of land and are generally not exhaustible and therefore are not depreciable.

Exhaustible	Other improvements that are part of a site, such as parking lots, landscaping and fencing are usually exhaustible and are therefore depreciable. Depreciation of site improvements is necessary if the improvement is exhaustible.
Machinery & Equipment	Includes motorized and non-motorized equipment that has a primary function of the North Fork Crow River Watershed District activities. It includes items such as trailers, boats, ATVs, etc.
Office Equipment	An item used by employees to perform a mechanized task in an office environment. For example, typewriters, telephones and adding machines. However, cameras, VCR's, cellular phones, refrigerators and microwaves, etc. are also included in this category. This category does not include computers, as there is a separate distinct category for computer equipment.
Salvage Value	The salvage value of an asset is the value it is expected to have when it is no longer useful for its intended purpose.
Tools & Other Equipment	This category includes all small tools and equipment such as chain saws, jack hammers, battery chargers, post drives, etc. Vehicle equipment as defined below is excluded from this category.
Vehicles	Motorized vehicles owned by the District such as trucks and cars.
Vehicle Equipment	Equipment that is installed in/on a motor vehicle such as radios, lighting packages and tool boxes.

C. CAPITAL ASSETS AND CAPITALIZATION THRESHOLDS

A capital asset is real or personal property that has a value equal to or greater than the capitalization threshold for the particular classification of the asset and has an estimated useful life greater than two years (GFOA-MN Capital Asset Guide, E-1)

The District reports capital assets in the follow categories:

- Land/Land Improvements
- Other Improvements
- Buildings/Building Improvements
- Machinery and Equipment
- Vehicles
- Infrastructure

For financial statement purposes only, a capitalization threshold is established for each capital asset category as follows:

Land/Land Improvements	\$10,000
Other Improvements	\$25,000
Buildings	\$25,000
Building Improvements	\$25,000
Machinery and Equipment	\$5,000
Vehicles	\$5,000
Infrastructure	\$100,000
Other assets	\$5,000

Capital assets should be recorded and reported at their historical costs, which include the vendor's invoice (plus the value of any trade-in or allowance, if reflected on the invoice) plus sales tax, initial installation cost (excluding in house labor), modifications, attachments, accessories or apparatus necessary to make the asset usable and render into service. Historical costs also include ancillary charges such as freight and transportation charges; site preparation costs, and professional fees.

Capital asset improvement costs should be capitalized if the costs exceed the capitalization threshold and either the value of the asset or estimated life is increased by 25% of the original cost, or the cost results in an increase in the capacity of the asset, or the efficiency of the asset is increased by more than 10%.

D. AQUISIONS AND RETIREMENTS

When the District acquires a new asset, the District Administrator is responsible for completing an "Asset Acquisition Form". (An example of this form is attached.)

Noted on the Asset Acquisition Forms should be the following:

1. Description: The description should clearly describe the asset, keeping in mind that this description will be used to help identify the asset in the future, without being too lengthy.
2. Expenditure Account: This is the expenditure account that the invoice for the asset is coded to.
3. Location: This is the intended location in which the asset will be stored.
4. Vendor: This is the name of the vendor from whom the asset was purchased.
5. Acquisition Date: This is the date the asset was acquired.
6. Manufacturer: This is the name of the manufacturer of the asset, if applicable.
7. Model Number: This is the model number assigned to the asset by the manufacturer, if applicable.
8. Serial Number: This is the serial number assigned to the asset by the manufacturer, if applicable.
9. Invoice Number: This is the vendor's invoice number for the asset.
10. Cost: This is the cost of the item. Cost will be based on the invoice plus additional costs of preparing the asset for use. Trade-in values will not be used to reduce the carrying cost of the new asset.
11. Estimated Useful Life: This is the standard useful life of the item based on the chart Section 7.

The acquisition form should be signed by the District Administrator. The District Administrator should input asset acquisition forms monthly.

The District Administrator is responsible for recording completed construction projects in the year completed.

When the District retires or transfers out an asset, the District Administrator is responsible for completion of an "Asset Retirement/Transfer Form". (An example of this form is attached.)

The Fixed Asset Retirement/Transfer form should include the following information:

1. Asset Description: The description should be detailed and should include the year, model, model number, color, make, type and other pertinent information relating to the asset.
2. Department: This line refers to the department retiring or otherwise changing the asset.
3. Date of Change: This is the date the change took place.

4. Type of Change: The District Administrator should state whether the asset was sold, transferred, destroyed or traded in.

5. Asset Number: This is the number that is assigned to the asset and on record in the District's asset files.

If **SOLD** the amount of the sale and copy of receipt of cash should be attached.

If **TRANSFERRED** the name of the department receiving the asset and its new location in which the asset will be stored or used.

If **TRADE IN** the amount of the trade in allowance received on a new item. Description of new item that trade was applied towards.

If **DESTROYED** the amount of compensation received from insurance, if the asset was destroyed as a result of an accident. A copy of the cash receipt should be attached. If the asset was destroyed please note how it was destroyed, examples would include junked, totaled in an accident, stolen, etc.

The Asset Retirement/Transfer Form should be signed by the department head. The District Administrator should input Asset Retirement/Transfer Form information monthly.

E. FIXED ASSET INVENTORY VALUATION AND CAPITALIZATION CRITERIA

Fixed assets that are purchased, cost will be based on the invoice plus additional costs of preparing the asset for use. Trade-in values will not be used to reduce the carrying cost of the new asset.

Assets purchased under a lease or installment method should be valued at the discounted present value of total payments. Additional costs will include those necessary so the asset may be ready for use.

Assets acquired by donation, cost will be fair value on date of gift and any costs of preparing asset for use.

Property acquired under eminent domain will have a cost determined by the court plus any additional attorney fees, or costs associated with preparing land for intended use.

Assets acquired by forfeiture/seizure are based on the fair value on date of forfeiture/seizure and additional costs associated with preparing the asset for intended use.

For all fixed assets the additional costs of preparing the asset for intended use includes, but is not limited to, the following:

1. Land: Legal fees, appraisal and negotiation fees, surveying fees, site preparations costs, demolition of unwanted structures and damage payments.
2. Buildings & Improvements: Architect fees, legal fees, appraisers, costs of fixtures, damage claims, insurance premiums, interest and related construction costs.
3. Machinery, Equipment & Furniture: Transportation charges, installation costs.

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4. Motor Vehicles: Transportation charges, painting and installation of additional equipment.

It will be the responsibility of the District Administrator to record any additional costs associated with an asset.

F. SALE OF ASSETS

No assets owned by the District shall be sold to an officer or employee of the District unless the sale conforms to Minnesota Statue 15.054. Property, except real property, may be sold to an employee after reasonable public notice at a public auction or by sealed bid, if the employee is the highest bidder and is not directly involved in the auction sealed bid process.

G. DEPRECIATION

New to general governmental capital assets is the requirement to depreciate those assets over their estimated useful lives. Depreciation is the process of allocating the cost of an asset over the periods that asset is used for its intended purpose.

Capital assets should be depreciated over their estimated useful lives unless they are:

- Inexhaustible (i.e., land and land improvements, certain works of art and historical treasures),
- Infrastructure assets reported using the modified approach, or
- Construction work in progress

For financial statement purposes, the straight-line method will be used to calculate depreciation for each capital asset recorded. Under the straight-line depreciation method, the basis of the asset is written off evenly over the useful life of the asset. The same amount of depreciation is taken each year. In general, the amount of annual depreciation is determined by dividing an asset’s depreciable cost by its estimated life. The total amount depreciated can never exceed the asset’s historic cost less salvage value. At the end of the asset’s estimated life, the salvage value will remain.

At the end of the asset’s estimated life, the salvage value will remain.

Standard estimated useful life guidelines are as follows:

Buildings	7-40 years	
Buildings Foundation/Frame/Structure	40	years
Buildings-Temporary	25	years
HVAC Systems (a/c heating)	20	years
Roof	20	years
Electrical	20-30	years
Plumbing	20-30	years
Sprinkler System	20	years
Security/Fire Alarm System	10	years
Cabling	10	years
Floor Covering (other than carpet)	15	years
Carpeting	7	years
Interior Construction	15	years

Interior Renovation	10	years
Fire Alarm System	10	years
Telephone Equipment	10	years

Machinery, Equipment, Radio

5-40 years

Water Meters	20	years
Business/Office Equipment	7-10	years
Audio Visual Equipment	7	years
Radio Communications	7	years
Furniture	15	years
Grounds Equipment – Mowers	7	years
Kitchen Equipment - Appliances	10-12	years
Custodial Equipment	5	years
Photocopiers	5	years
Mounted Equip w/Truck Chassis	8	years
Plazas and Pavilions	40	years

Vehicles

3-50 years

Cars & Light Trucks	3-8	years
Heavy trucks (more than 13,000lbs)	8-10	years
Heavy Equipment-Loaders, Graders	5-50	years
Boat	10	years

Land

Not Depreciable

Land Improvements

5-30 years

Fencing, Gates	20	Years
Landscaping,	10-30	years
Parking Lots	15	years
Outside Sprinkler Systems	20	years
Tennis & Basketball Courts	20	years
Retaining Walls	20	years
Outdoor Lighting	20	years
Outdoor Equipment	20	years
Benches, Tables, Grills	5	years

NORTH FORK CROW RIVER WATERSHED DISTRICT
FIXED ASSET RETIREMENT/TRANSFER FORM

Asset No.: _____
Description: _____
Department: _____
Date of Change: _____
Type of Change: _____

Sold: \$ _____ Where: _____

(Attach receipt and cash for the sale. Return to District Administrator.)

Transferred To: _____ Location: _____

Trade In: \$ _____ For What: _____

Destroyed: \$ _____ How: _____

(If insurance is involved attach receipt and cash. Return to District Admin)

Entered on the Fixed Asset System: _____ Yes _____ No

District Administrator

Date

Notes:

NORTH FORK CROW RIVER WATERSHED DISTRICT

FIXED ASSET ACQUISITION FORM

Asset No.: _____
Description: _____
Expenditure Account: _____
Location: _____
Manufacturer: _____
Model No.: _____
Serial No.: _____
Vendor: _____ Invoice No.: _____
Acquisition Date: _____ Cost: _____
Estimated Useful Life: _____

Entered on the Fixed Asset System: Yes No

District Administrator

Date

Notes:

III. FUND BALANCE POLICY

A. PURPOSE

The purpose of this policy is to establish specific guidelines the North Fork Crow River Watershed District will use to maintain an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the District's fiscal year.

The purpose of this policy is to also establish specific guidelines the North Fork Crow River Watershed will use to classify fund balances into a categories based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in these funds can be spent.

B. CLASSIFICATION OF FUND BALANCE PROCEDURES

1. Non-spendable

- a. This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventories and prepaid amounts.

2. Restricted

- a. Fund balance should be reported as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation.

3. Committed

- a. Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.
- b. The District's highest level of decision making authority (District Board of Managers) will annually or as deemed necessary commit specific revenue sources for specified purposes by resolution. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period.
- c. To remove the constraint on specified use of committed resources the District Board of Managers shall pass a resolution

4. Assigned

- a. Amounts that are constrained by the government's intent to use for specified purposes, but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.

-
- b. The District Board of Managers has delegated the authority to assign and remove assignments of fund balance amounts for specified purposes to the District Administrator.

5. Unassigned

- a. Unassigned fund balance represents the residual classification for the General fund. Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.
 - 1. The District will maintain an unrestricted fund balance in the General fund of an amount not less than 35% of the next year's budgeted expenditures of the General fund. (Note: The desired level of unrestricted fund balance can be expressed either as a minimum amount or as a range between a minimum and maximum amount). This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the District's fiscal year.
 - 2. Unrestricted fund balance can be "spent down" if there is an anticipated budget shortfall in excess of \$120,000.
 - 3. If spending unrestricted fund balance in designated circumstances has reduced unrestricted fund balance to a point below the minimum targeted level, as noted above, the replenishment will be funded by General Levy (funding source) within one year (period over which replenishment will occur).

A. STABILIZATION ARRANGEMENTS

Stabilization arrangements are defined as formally setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise.

The District will set aside amounts by resolution as deemed necessary that can only be expended when certain specific circumstances exist. The resolution will identify and describe the specific circumstances under which a need for stabilization arises. The need for stabilization will only be utilized for situations that are not expected to occur routinely.

B. MONITORING AND REPORTING

The District Administrator shall annually prepare the status of fund balance in relation to this policy and present to the District Board of Managers in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it is the District's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the District's policy to use resources in the following order; 1.) committed 2.) assigned and 3.) unassigned.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.

IV. PUBLIC DATA REQUEST POLICY

A. POLICY STATEMENT

This policy is in effect for all persons or entities that come to the North Fork Crow River Watershed District (NFCRWD) to review files and all those who request information from the NFCRWD via mail, facsimile, e-mail, over the telephone or in person.

B. BACKGROUND

The NFCRWD will attempt to fill all reasonable requests for information from its files and computerized data basis (subject to the restrictions of the MN Governmental Data Practices Act, copyright laws, decisions of the Office of the Attorney General, and the availability of staff time). When appropriate, and as permitted by Minn. Stat. Chap. 13, fees will be charged to recover the costs incurred in providing such information.

C. IMPLEMENTATION

The NFCRWD's files are open to the public unless classified by statutes, or temporary classifications pursuant to Minn. Stat. 13.06, or federal law, as non-public or protected non-public, or with respect to data on individuals, as private or confidential.

The NFCRWD will keep its records containing government data in such an arrangement and condition as to make them reasonably accessible for inspection. Persons wishing to inspect files are asked to schedule an appointment at least two business days in advance with the NFCRWD designee. This two business days lead time may need to be extended for cases in which a file needs to be reviewed for confidential information, or in the event the District's designee is unavailable.

File reviews will be scheduled as soon as possible, depending upon the availability of the appointments and the status of the file. The staff will provide general assistance, however, the person requesting the information remains responsible for searching through the file to find the designated information.

D. DESIGNATED AUTHORITY

That the NFCRWD Administrator is designated as the responsible authority of management of data practices of the NFCRWD.

E. FEES

Pursuant to Minn. Stat. 13.03, Subd. 3, if copies of information / documents are requested from files or electronically maintained information, the NFCRWD will charge searching, retrieving, compiling and copying costs. Individuals will be charged in quarter-hour increments. However, if 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead NFCRWD shall charge 25 cents for each page copied. No charge will be assessed if files are inspected and no copies are requested (see table below)

≤ 100 Pages of Copy		> 100 Pages of Copy & Additional Info	
\$0.25 per page	<i>B&W Letter or Legal size: No charge allowed for mailing or additional paper expense</i>	<i>Billable Rate + Actual Costs</i>	<i>For copies of other data (more than 100 paper copies, photographs, data on a CD or DVD, data stored electronically, etc.) a government entity may charge the actual cost for an employee to search for and retrieve the data, and to make paper copies or to print copies of electronically stored data.</i>
Data Subjects			
<i>A government entity may charge the actual cost for an employee to make paper copies or to print copies of electronically stored data. A government entity may not charge a data subject any fee for searching for and retrieving data. (Note that the 25 cents per page per 100 copies or fewer does not apply to data subject requesters unless that is the actual cost to make copies.)</i>			

Individuals may indicate what they would like to have copied by tabbing the pages desired with the supplies available from the District. Individual pages identified by the requester will be copied and charged, in addition to the searching, retrieving, compiling and postal charges. A double-sided sheet is considered two pages. Individuals may pick up their copies at the District office once they are completed, or make arrangements with the District to have the copies mailed.

The NFCRWD will make arrangements with a vendor when an Individual's request the reproduction of NFCRWD photographs and slides, large maps, plan sheets, diskettes, videotapes or other media. The prices will vary depending on the services desired by the client. Quotes may be obtained from the NFCRWD file manager.

The Individual shall pay all charges for copying and services provided by the District in advance of receiving the requested information.

When a data request involves any persons' receipt of copies of District data that has commercial value and is a substantial and discreet portion of or an entire formula, pattern, compilation, program, device, method, technique, process, data base or system developed with a significant expenditure of public funds by the agency, the District may charge a reasonable fee for the information in addition to the costs of making, certifying and compiling the copies, with the fee charged to relate to the actual development costs of the information. The District will provide sufficient documentation to explain and justify the fee being charged.

Upon request of any person who is denied access to data, the NFCRWD will certify in writing that, the request has been denied and cite the specific statutory section, temporary classification, or specific provision of law upon which the denial was based.

F. EXHAUSTION OF ADMINISTRATIVE REMEDIES

These policies will be administered consistently with Minnesota law. In the event that a requester believes that these policies or implementations are contrary to Minnesota law, the requester may register an objection in writing with the Board of Managers Chairperson who will provide a prompt ruling.

G. SUBMITTING YOUR REQUEST

Direct your requests and all inquiries regarding the data requests or the availability of data from the NFCWRD to:

Administrator
North Fork Crow River Watershed District
1030 Front Street, PO Box 40
Brooten MN 56316
320-346-2869

V. CODE OF CONDUCT POLICY

A. DECLARATION OF POLICY

The proper operation of democratic government requires that the public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, there is hereby established a Code of Conduct for all public officials and employees of the District. The purpose of this Code is to establish ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interest of the District, and by directing disclosure by such officials of private financial or other interests in matter affecting the District. The provisions and purpose of this Code and such rules and regulations as may be established are hereby declared to be in the best interest of the District.

Responsibilities of Public Office.

Public officials hold office on behalf of the public. They are bound to uphold the Constitution of the United States and the Constitution of the State of Minnesota. Public officials must carry out impartially the laws of the nation, state and District in fostering respect for all government. They are bound in their official acts by the highest standards of morality to discharge faithfully the duties of their office.

Public officials shall be dedicated to fulfilling their responsibilities of office. They shall be dedicated to the public purpose and all programs developed by them shall be in the community interest. Public officials shall not exceed their authority or breach the law or ask others to do so. They shall work in full cooperation with other public officials and employees unless prohibited from doing so by the law.

B. DEFINITIONS

For the purpose of this policy the following definitions apply:

1. Business: Any corporation, partnership proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, or any other legal entity which engages either in non-profit or profit-making activities.
2. Confidential Information: any information obtained under government authority which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of an individual or business;
3. Private Interest: Any interest, including but not limited to a financial interest, which pertains to a person or business whereby the person or business would gain a benefit,

privilege, exemption, or advantage from the action of the District employee that is not available to the general public;

4. “Employee” or “Employees”: employees of the District other than department directors and assistant department directors.
5. Public Official: any person that has been elected to office, appointed by the County Board of Managers, or hired by the District to serve as a department head or assistant department head.

This list includes the following:

- a. A member of the Watershed District Board of Managers or other elected official and their appointees.
 - b. The department director and assistant director of each District department.
 - c. A member of any Watershed District Board of Managers appointed committee.
 - d. The Administrator or like position.
6. Immediate Family: A reporting individual, spouse, minor children, minor stepchildren or person residing in the same household.

C. WATERSHED BOARD OF MANAGERS CONDUCT WITH WATERSHED STAFF

Watershed Board of Managers member’s statutory duties are to be performed, almost without exception, by the Watershed Board of Managers as a whole. The Watershed Board of Managers, and not individual members, must supervise administrative officers. As individuals, Watershed Board of Managers members have no administrative authority. They cannot give orders or otherwise supervise Watershed District employees, unless specifically directed to do so by the Board of Managers. As a Board of Managers, however, Board of Managers members have complete authority over all administrative affairs in the Watershed District.

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior toward staff is not accepted.

Limit contact to specific Watershed District staff.

- (a) Questions of Watershed District staff and requests for information shall be directed to the District Administrator. Materials supplied to a Board of Managers member in response to a request will be made available to all members of the Board of Managers.
- (b) Board of Managers members shall never express concerns about the performance of a Watershed District employee in public, to the employee directly, or to the employee’s supervisor. Comments about staff performance shall be made to the Watershed District Administrator through private correspondence or conversation.
- (c) Individual Board of Managers members must not attempt to influence staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development

applications, or granting the Watershed District licenses and permits outside of a Board meeting.

- (d) Routine secretarial support will be provided to all Board of Managers members. Request for additional staff support, even in high priority or emergency situations, shall be made to the Watershed District Administrator who is responsible for allocating Watershed District resources in order to maintain a professional, well-run Watershed District.

D. WATERSHED DISTRICT MANAGERS CONDUCT WITH THE PUBLIC

1. No signs of partiality, prejudice, or disrespect will be evident on the part of individual Board of Managers members toward an individual participating in a public forum.
2. The Chairperson (or Vice-Chairperson in the Chairperson's absence) will determine and announce limits on speakers at the start of the public meeting. Generally, each speaker will be allocated ten (10) minutes. If many speakers are anticipated, the Chairperson may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers. No speaker will be turned away unless exhibiting inappropriate behavior.
3. Only the Chairperson (or Vice-Chairperson in the Chairperson's absence), and not individual Board of Managers members, can interrupt a speaker during a presentation. Questions by the Board of Managers members of the public shall seek to clarify or expend information. It is never appropriate to belligerently challenge or belittle the speaker. Board of Managers member's personal opinions or inclinations about upcoming votes shall not be revealed.
4. The Watershed District Attorney serves as advisory parliamentarian for the Watershed District and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Chairperson, subject to the appeal of the full Board of Managers.

E. WATERSHED DISTRICT MANAGERS CONDUCT IN UNOFFICIAL SETTINGS

1. It is appropriate for Board of Managers members to give a brief overview of the Watershed District policy when asked about a specific issue by constituents and to refer individuals to Watershed District staff for further information. It is inappropriate to overtly or implicitly promise Board of Managers action, or to promise that Watershed District staff will perform or expedite a specific service or function (monitor lake, rush a permit, etc).
2. It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about District staff, other Board of Managers members, their opinions and actions.
3. Board of Managers members are constantly being observed by the community every day that they serve in office. Their behaviors serve as models for proper behavior in the Watershed District. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Board of Managers members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

F. MANAGERS CONDUCT WITH THE MEDIA

1. Never speak “off the record”.
2. The Chairperson is the designated representative of the Board of Managers to present and speak on the official Board of Managers position. If an individual Board of Managers member speaks to the media, that Board member shall be clear that their comments do not represent the official Watershed District position and are a personal viewpoint.
3. Choose words carefully and cautiously. Comments taken out of context can cause problems. Be especially cautious about humor, sardonic aside, sarcasm, or word play. It is never appropriate to use personal slurs or profanity when talking with the media.

G. USE OF CONFIDENTIAL INFORMATION

A public official or employee of the Watershed District shall not use confidential information to further the employee’s private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.

H. USE OF PROPERTY

A public official or an employee shall not use or allow the use of Watershed District time, supplies, or Watershed District owned or lease property and equipment for the employee’s private interest or any other use not in the interest of the Watershed District, except as provided by law and with prior Administrator approval for such use and the use is of minimal value.

VI. CONFLICTS OF INTEREST POLICY

A. POLICY STATEMENT:

A Board of Managers Manager of the Watershed District shall discharge the duties of the position of Manager in good faith, in a manner the Manager reasonably believes to be in the best interests of the District, and with the care and ordinarily prudent person in a similar position would exercise under similar circumstances, said Manager being entitled to rely on information, opinions, reports or statements, including financial statements and other financial data in each case prepared or presented to the Board of Managers in the normal course of business.

The District has adopted this conflicts of interest policy to guide a Manager of the District in discharging the duties of the position of Manager in good faith, in certain circumstances in which a conflict of interest does or may exist. This policy is not a comprehensive statement of how any particular duties of a Manager are to be discharged, but discharge of a Manager's duties do require compliance in good faith with this policy.

This policy is solely for the benefit of the District. The District's Board of Managers has exclusive authority and responsibility to administer, interpret and enforce this policy. That Board of Managers may determine to waive a particular violation of or failure to comply with this policy, particularly if the Board of Managers determines the violation or failure to be inadvertent or unintended and which is immaterial to the outcome. Violation or failure of compliance with this policy may render a decision or transaction void, or voidable, as provided by Minnesota law.

B. PURPOSE

The purpose of the policy is to protect the District's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or Manager of the District. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to Minnesota local units of government.

C. DEFINITIONS

1. Interested Person.

Any Manager, officer, or member of a committee with Board of Managers delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest.

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family-

- a. An ownership or investment interest in any entity with which the District has a transaction or arrangement for compensation, or
- b. A compensation arrangement with the District or with any entity or individual with which the District has a transaction or arrangement for compensation, or

-
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the District is negotiating a transaction or arrangement for compensation.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

However, in accordance with Minn. Stat. 471.895, the acceptance of any of the following shall not be in violation of this section:

- Gifts of nominal value
- Plaques or similar mementos recognizing individual services in a field of specialty or to a charitable cause;
- Payment of reimbursement expenses for travel or meals, not to exceed actual expenses incurred, which are not reimbursed by the Watershed District and which have been approved in advance by the employee's supervisor as a part of the work assignment; or
- Honoraria or expenses paid for papers, talks, demonstrations, or appearances made by the public officials or employees on their own time for which they are not compensated by the Watershed District.

D. DUTY TO DISCLOSE

In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of his or her financial interest and must be given the opportunity to disclose all material facts to the Managers and members of committees with Board of Managers delegated powers considering the proposed transaction or arrangement.

In addition to situations involving a financial interest, in non-contractual actions Managers shall disclose relationships where the Manager cannot be impartial due to personal relationships; where the Manager's personal interest is so distinct from the public interest that the Manager cannot fairly represent the public interest. Managers shall abstain when their personal interest interferes with their ability to fairly represent the public interest. Even if a Manager's personal interest does not prevent the Manager from being impartial, the Manager may consider abstaining in order to avoid the appearance of impropriety.

E. BOARD OF MANAGERS PROCEDURES FOR ADDRESSING THE CONFLICT OF INTEREST.

If an interested Person believes he or she has a conflict of interest with regard to any matter that is expected to come before the Board of Managers or a committee for consideration, that official shall disclose the interest orally or in writing at the earliest stage preceding discussion of the matter as practicable.

Elected and appointed officials of the District must comply with the following:

1. Consult with the District's attorney
2. Disclose the interest – Make disclosure at the earliest stage preceding the discussion
 - a. Make oral disclosure to the Board of Managers or committee, or

-
- b. Make written disclosure
 3. Don't vote or take any official action unless the District's attorney determines there is no prohibited conflict of interest.
 4. Don't influence others
 - a. Don't participate in the discussion, either at the time of the vote or earlier
 - b. Leave the dais when the Board of Managers or committee is discussing the matter

If the Board of Managers or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

F. RECORDS OF PROCEEDINGS

The minutes of the Board of Managers and all committees with Board of Managers-delegated powers shall contain:

1. The names of the persons who disclosed a financial interest in connection with an actual or possible conflict of interest and the nature of the interest.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, and a record of any votes taken in connection therewith.

G. COMPENSATION

A voting member of the Board of Managers, and a voting member of a committee whose jurisdiction includes compensation matters, shall not:

1. Vote on matters pertaining to his or her compensation (with the exception of the Board of Managers setting its compensation in accordance with Minnesota law),
2. Vote on matters pertaining to amounts paid to another person or entity in which the voting member has a financial interest, or
3. Participate in final discussions and deliberations prior to any such vote.

Annual Statements:

Each Manager, principal officer and member of a committee with Board of Managers-delegated powers should annually sign a statement, preferably at the June annual meeting, which affirms that such person;

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy.

H. PERIODIC REVIEWS:

To ensure that the District operates in a manner consistent with its governmental purposes, the District shall endeavor to conduct periodic reviews on the following subjects (and others as the Board of Managers may determine):

1. Whether compensation arrangements and benefits are reasonable and is the result of arm's-length bargaining.
2. Whether acquisitions of services result in inurement or impermissible private benefit.
3. Whether contracts, partnerships or joint venture arrangements and arrangements conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the District's purposes and do not result in inurement or impermissible private benefit.
4. Whether agreements to provide services, improvements, grants, or other payments further the District's purposes and do not result in inurement or impermissible private benefit.

I. USE OF OUTSIDE EXPERTS:

In conducting periodic reviews, the District may, but need not, use outside advisors. If outside experts are used their use shall not relieve the Board of Managers of its goal to ensure that periodic reviews are conducted.

VII. RECORDS RETENTION SCHEDULE⁴

All records are created and retained in electronic forms.

Any documents that may contain personal, proprietary and/or private information shall be shredded for purposes of disposal.

A. ADMINISTRATION

Name – Description	Retention, Archiving Instructions	Classification	State Statutory Reference
Advisory and Technical Committees – <i>Agendas, minutes, reports, related documents.</i>	Retain 10 years, then may be transferred to state archives	Public	
Affidavits of Publication <ul style="list-style-type: none"> a. <i>General notices, including project public hearings</i> b. <i>Rules</i> c. <i>Drainage Related</i> 	<ul style="list-style-type: none"> a. Retain 6 yrs. b. Retain Permanently c. Retain Permanently 	<ul style="list-style-type: none"> a. Public b. Public c. Public 	
Agendas <i>Board of Managers Meetings, Workshops</i>	Retain 10 Years then may be transferred to state archives.	Public	
Agreements and Contracts, not otherwise scheduled herein	Retain 10 Years after paid and audited	Public	
Annual Reports	Retain 10 Years then may be transferred to state archives.	Public	
Attorney’s Opinions <ul style="list-style-type: none"> a. Opinions of District attorney and correspondence relating thereto 	<ul style="list-style-type: none"> a. Retain permanently, or transfer to state archives when no longer needed 	<ul style="list-style-type: none"> a. Public 	<ul style="list-style-type: none"> a. - b. 13.393 13.39

⁴ Adopted from examples provided by the [MAWD Watershed District Handbook](#). November, 2011.

Name – Description	Retention, Archiving Instructions	Classification	State Statutory Reference
b. Official interpretation regarding questions of legal rights or liabilities affecting District	b. Retain 10 Years then may be transferred to state archives.	b. Public / Private-nonpublic	
Authority to Dispose Records	Retain Permanently	Public	
Bids and Quotations a. Accepted, noncapital projects b. Rejected, noncapital projects	a. Retain 10 yrs after completion of project b. Retain 6 yrs	a. Public/nonpublic b. Public/protected nonpublic until all bids opened	a. 13.37 b.
Budgets – record copy	Retain permanently or transfer to state archives	Public	
Consultant Contracts	Retain 10 yrs	Public	
Correspondence a. <i>Constituents</i> b. <i>Municipalities/State Agencies</i> c. <i>Engineer</i> d. <i>Financial</i> e. <i>Transitory, such as electronic mail not in one of the above categories</i>	a. Retain 6 yrs, then archive if documents historical b. Retain 6 years, then archive if historical c. Retain 10 yrs, then transfer to state archives d. Retain 5 yrs then transfer to state archives e. Retain until read	Private/public	13.37 13.44
Drafts, duplicates, notes and other documents that have not become part of an official transaction, not otherwise scheduled herein	Retain 2 yrs	Public	
Governance a. <i>Bylaws</i> b. <i>Policies</i>	a. Retain permanently b. Retained only until superseded	a. Public b. Public	
Historical data and photographs	Retain permanently or transfer to state archives	Public	

Name – Description	Retention, Archiving Instructions	Classification	State Statutory Reference
Inventories – <i>Equipment supplies, etc.</i>	Retain 10 yrs	Public	
Lawsuits a. <i>General</i> b. <i>Civil Lawsuits</i> c. <i>Criminal Lawsuits</i> d. <i>Attorneys' opinions, attorneys' briefs, testimony, depositions, correspondence, etc</i>	a. Retain 10 yrs after settlement or resolution by court, administrative order and then transfer to state archives b. Retain 20 years after last activity c. Retain 2 years after last activity d. Retain 10 yrs, then archive	a. Public/ Private b. Public/Private c. Public/Private d. Public/private/ and non-public	a. 13.393 , 13.39 b. – c. – d. 13.393 , 13.39
Leases	Retain 10 yrs after expiration of lease	Public	
Levy (tax) files – tax levies, related correspondence	Retain 5 yrs then transfer to state archives	Public	
Manuals	Retain until removed or superseded	Public	
Membership association documents (MAWD, etc.)	Retain 3 yrs	Public	
Minutes – Board of Managers meetings and workshops a. <i>Written</i> b. <i>Audio – Open Meeting</i> c. <i>Audio – Closed Meeting</i>	a. Retain permanently b. Tapes and other recordings may be reused or discarded 1 yr. after formal approval of written minutes by Board of Managers. <u><i>Tapes or electronic recordings cannot be the permanent record.</i></u> c. 3 yrs for labor negotiations, 4 yrs for security information; 8 yrs for purchase or sale of real property;	a. Public b. Public c. Non-Public	a. MS 13D.05 , b. 13.37 c. ADM 05960
Newsletters, press releases generated by the District	Retain 10 yrs	Public	
Notices – Official District meetings	Retain 6 yrs	Public	
Public hearings records	Retain 6 yrs or until recorded in minutes, do not archive	Public	
Recordings a. Board of Managers meetings and workshops – <i>Audio recordings</i> ,	a. Tapes and other recordings may be discarded 3 yrs after meeting; 8 yrs or until purchase or sale is	a. Nonpublic/ public	a. 13D.05,subd. 3 b. 13.37

Name – Description	Retention, Archiving Instructions	Classification	State Statutory Reference
<i>closed meetings</i> b. Board of Managers meetings and workshops – <i>Open</i>	completed or abandoned for real estate negotiations. b. Tapes and other recordings may be reused or discarded 1 yr after formal approval of written minutes by Board of Managers	b. Public	
Technical Information a. <i>Printed material regarding the District</i> b. <i>Printed material not regarding the District</i>	a. Retain 10 yrs, then transfer to state archives b. Discard when no longer needed	a. Public b. Public	

B. BONDING

Name – Description	Retention, Archiving Instructions	Classification	State Statutory Reference
Appearance Bonds	Retain 6 yrs after completion of contract	Public	
Contractor license bonds, certificates of insurance, etc.	Retain 6 yrs after completion of contract	Public	
Fidelity Bonds – Managers	Retain 6 yrs after completion of service by manager	Public	
Performance and payment bonds	Retain 6 yrs after completion of contract	Public	
Permit Bonds	Retain 6 yrs after permit closure	Public	

C. FINANCIAL / ACCOUNTING

Name – Description	Retention, Archiving Instructions	Classification	State Statutory Reference
Assessment rolls –	a. Retained 6 yrs after final payment	a. Public	

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
<ul style="list-style-type: none"> <i>a. Copies of General Levy assessment rolls received from county auditor</i> <i>b. Copies of Drainage Assessment rolls received from county auditor</i> 	b. Retained 6 yrs after final payment	b. Public	
Audit Reports	Retain permanently	Public	
Billing Statements	Retain 6 yrs	Public	
Bank statements – <i>Slips, bonds and reconciliations</i>	Retain 6 yrs	Public	
Budget Expenditure Reports	Retain permanently	Public	
Checks – paid and returned <ul style="list-style-type: none"> <i>a. Accounts payable</i> <i>b. Payroll</i> 	<ul style="list-style-type: none"> a. Retain 6 yrs b. Retain 6 yrs 	<ul style="list-style-type: none"> a. Public b. Public/private 	
Receipt Registers	Retain permanently, and not archived	Public	
Deposit slips	Retain 6 yrs	Public	
General Ledger – <i>General, month-end</i>	Retain permanently and do not archive	Public	
Investment documents – <i>Amounts invested and interest earned</i>	Retain 4 yrs after maturity	Public	
Payroll	Retain permanently	Public/private	13.43
Pension and Retirement Plan	Retain permanently	Public or private	
Purged accounts	Retain 6 yrs (irrespective of audit)	Public	
Receipts and Receipt Books	Retain 6 yrs and do not archive	Public	
Staffing lists	Retain 6 yrs	Public	
Time Sheets	Retain 6 yrs	Public/Private	13.43

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
W-2 statements	Retain 6 yrs	Public/Private	13.43
W-4 statements	Retain until replaced		
Workers' compensation reports	Retain 20 years	Public/Private	176.231
1099 Statements	Retain 6 yrs	Public/Private	13.43

D. PERSONNEL

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Affidavit of publication for job opening	Retain at least 2 yrs	Public / Private	13.43
Affirmative action files	Retain permanently	Public / Private	13.39 13.43
Applications for employment, not hired	Retain 1 year	Public / Private	
Ceta records <i>Includes pay records</i>	Retain at least 6 years	Public	
District personnel policies and procedures / administrative policies	Retained permanently are not to be archived	Public	
Employment Contracts	Retain at least 5 yrs after expiration	Public	
Employment Suggestion Form	Retain at least 2 yrs	Public / Private	13.43
Equal employment opportunity reports / summary data	Retain 3 yrs	Public	
Examination file <i>Completed examinations</i>	Retain at least 3 yrs	Private	13.43
Employee medical records	Retain 5 years after separation	Public / Private	13.43

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Grievance File	Retain 5 years after termination; Not to be retained in employee personnel file	Public / Private	13.43
Job Descriptions	Retained only until the descriptions are superseded are not to be archived	Public	
Personnel Files <i>Containing applications, accident reports, citations, personal history, employee references, attendance, disciplinary actions, performance evaluations, letters of appointments / promotion, termination / resignation</i>	Retain at least 5 years after termination or separation; Destruction approval contingent upon permanent retention of master copy of payroll record	Public / Private	13.43
Unemployment claims / compensation	Retain at least 6 years	Public / private	13.43

E. INSURANCE

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Insurance – <i>Automobile, fire or other perils, property, public officials, general liability, umbrella liability</i>	Retain 6 yrs after expiration	Public	
Workers' compensation a. Claim register b. Policies	a. Retain permanently b. Retain 6 yrs after expiration except those involving a minor, save until minor is 21	a. Public / Private b. Public	a. 176.231 b. -

F. PERMITS

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Applications – <i>Permits</i>	<i>Retain 10 yrs, then transfer to state archives</i>	<i>Public</i>	
Correspondence – <i>Relating to permits</i>	Retain 10 yrs, then transfer to state archive	Public	
Engineer’s reports	Retain 10 yrs, then transfer to state archives	Public	
Inspectors’ reports – <i>Includes reports, inspectors’ documents relating to permit inspections</i>	Retain 10 yrs, then transfer to state archives	Public	
Permit financial assurances – <i>Bonds, letters of credit</i>	Retain 6 yrs after permit closure	Public	
Permits	Retain permanently	Public	
Plans	Retain permanently	Public	

G. CAPITAL IMPROVEMENT PROJECTS

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
District documents relating to projects	<i>Retain 10 yrs, then transfer to archives</i>	<i>Public</i>	
Contracts	Retain 10 yrs, then transfer to state archives	Public	
Correspondence relating to projects	Retain 10 yrs, then transfer to state archives	Public	
Engineer’s reports and related documents	Retain 10 yrs, then transfer to state archives	Public	
Property surveys	Retain permanently	Public	
Related Public hearing documents	Retain 10 yrs, then transfer to state archives	Public	

H. PETITIONED PROJECTS – INCLUDING DRAINAGE

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Board of Managers documents relating to petitioned projects - <i>Resolutions, findings, conclusions</i>	Retain 10 yrs and then transfer to state archives	Public	103E.907 (Drainage)
Contracts	Retain permanently and are not to be archived	Public	
Correspondence relating to petitioned projects	Retain at least 10 yrs and then transfer to state archives	Public	
Engineers reports, plans, slides, photographs	Retain permanently are not to be archived	Public	
Petitions	Retain at least 10 years and then transfer to state archives	Public	
Property Survey	Retain permanently	Public	
Public hearing documents / Notices / Testimony Written / Audio	Retained at least 6 yrs or until recorded in the minutes ; not to be archived	Public	
Related public hearing documents	Retain at least 10 yrs and are not to be archived	Public	

I. PROGRAMS

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Water quality, lake elevation, stream-flow a. Field notes and raw data b. Final reports	a. Retain until final report completed b. Retain permanently or transfer to state archives	Public	
Public opinion surveys	Retain permanently or transfer to state archives	Public	
Plans a. Watershed management plans b. Local water management plans c. Program plans and work plans – approved by Board of Managers	a. Retain permanently or transfer to state archives b. Retain until updated c. Retain 6 yrs and do not archive	a. Public b. Public c. Public	
Rules –	Retain permanently	Public	

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
<i>District approved</i>			

J. DESTROYED RECORDS

Staff shall maintain a record of those records that have been destroyed to aid in future time-savings for searching for records which may no longer exist. The record shall contain description of items destroyed, date of original documents, name of staff/consultant who destroyed records and date destroyed.

This record will be maintained by the Administrator and kept in an accessible area for reference by Board, staff and public.

VIII. CREDIT CARD POLICY

Pursuant to Minnesota Statutes section 103D.325, subdivision 4, the managers may authorize the use of credit card by any watershed district officer or employee otherwise authorized to make purchases on behalf of the watershed district. By Resolution 2003-05⁵, the managers delegated to the administrator the authority to acquire a District credit card account and use the credit card to make purchases on behalf of the District and administer the credit card in accordance to this policy. The policy is adopted to increase the capacity of the District to efficiently carry out its mission while maintaining the integrity of its financial systems and accounts. The policy will minimize the District's exposure to the possible loss of funds through theft or misuse of the credit card.

A. ACCOUNT MANAGEMENT

The District credit card will be issued in the name of the North Fork Crow River Watershed District. The District will maintain two credit accounts; one with a lesser credit limit to be assigned to staff, and one with a higher credit limit to be assigned to the Administrator and Board of Managers Chairman. Individual cards will be issued to each staff member, under their name, and will have signatory authority.

The administrator will protect against theft, loss or unauthorized use of credit cards. In the event of loss, theft or unauthorized use of the credit card, the administrator will contact the credit card provider immediately to report the lost or missing and to take further prudent measures to secure the District account and prevent loss of funds, including but not limited to stopping payment on an unauthorized charge, stopping all charging privileges or requesting a new account number and card.

B. PURCHASES AUTHORIZED

The District credit card may be used to purchase supplies, equipment and services necessary for the efficient administration of District business. The credit card may be used for travel expenses, for registration and fees for approved education and outreach activities, and other approved program expenses.

- a. Credit card claim sheet must identify the specific vendor for all purchases. Board of Managers and staff are required to retain invoices and original itemized receipts for all purchases.

C. UNAUTHORIZED PURCHASES

The acquisition of a credit card account provides the District administrator with an additional means of making purchases necessary for the conduct of District business; it does not expand the administrator's authority to make purchases on behalf of the District.

⁵ Resolution passed December 29th, 2003 with all in favor.
Administrative Policies &
Procedures

The District credit card may not be used to make personal purchases and the administrator and staff will be personally liable for the amount of any purchase made by credit card that is not approved by the managers.

- a. The credit card may not be used to purchase engineering consulting services, legal services or capital project elements.
- b. The credit card may not be used to purchase fuel for personal vehicles. If mileage expenses are incurred by Board of Managers or staff for work related travel, that individual shall submit a claim sheet for reimbursement.
- c. The credit card may not be used to obtain cash advances.

All District purchases by credit card will comply with all applicable statutes, rules, and policies.

D. BALANCE POLICY

The balance due on the District credit cards accounts will not exceed the amount set by the managers by motion or resolution. The administrator will ensure that there are budget funds available to pay for all purchases made with the credit card.

The District's acquisition and use of credit cards is solely to facilitate efficient administration of District business, and may not be used as a means of incurring debt. Payment of the entire amount due and owing on the District credit card each month will be presented to the Board of Managers for approval. Pursuant to such approval, the amount due and owing will be timely paid in full to ensure that interest does not accrue.

E. PAYMENT ADMINISTRATION

All purchases made by credit card must be itemized and described in detail, as other current items payable, at the District's regular monthly meeting. Credit card purchases must be documented by detailed receipts, showing the item or service purchased, the vendor, date and amount.

Such information will be compiled and presented at the regular monthly meeting of the Board of Managers, along with the District account to which each purchase is proposed to be charged, The request for payment of a credit card invoice will be accompanied by a declaration, signed by the administrator, stating that the credit card payment demand is just and correct and that no part of it has been unpaid.

IX. PUBLIC PURPOSES & EXPENDITURES POLICY

Minnesota law mandates that governmental entities make expenditures only for public purposes and only as authorized to accomplish the purposes for which the entity was created. The North Fork Creek Watershed District (District) establishes the following policy and protocols to ensure that District expenditures serve clear, documented watershed district purposes. The District Administrator will be responsible for the implementation of this policy and associated protocols.

A. TRAVEL

The District may pay reasonable and necessary expenses for travel, lodging, meals and appropriate incidental expenses related to the performance of official District functions. Expenditures must be approved in advance by the Administrator (for employees) or Board of Managers (for managers) and must be directly related to the performance of District functions.

1. MILEAGE & PARKING EXPENSES⁶

An employee or manager will be reimbursed for mileage expenses incurred when using the employee's or manager's personal vehicle to conduct District business. Mileage will be reimbursed at the mileage rate set by the federal Internal Revenue Service.

Mileage expenses need not be approved in advance, but mileage expenses will be reimbursed only when accompanied by documentation of the date, number of miles traveled, purpose and destination(s).

Mileage for employee commuting to and from the District offices will not be reimbursed. This mileage must be deducted from the total mileage claimed when traveling to a location different than the District office if the employee doesn't leave from or return to the District Office.

Mileage that is paid to managers for travel to their base work office is taxable.

If managers travel to a location different than the regular work place, mileage reimbursement is non-taxable only when the distance of travel is less than it would be if the manager left from the base office.

If the base office is not on the way to the different work location, the difference between the full mileage and the home to base office mileage would be non-taxable for managers.

2. LODGING⁷

Lodging for Board of Managers and staff travel must be authorized by the Board of Managers.

⁶ See Per Diem Policy

⁷ See Per Diem Policy

When possible, the District will pre-arrange any lodging necessary for employees or managers to attend.

B. EMPLOYEE AND MANAGER TRAINING

The District may pay reasonable registration, tuition, travel and incidental expenses (including lodging and meals) for education, development and training when expenditures are directly related to the performance of duties.

Expenditures must be approved in advance by the Administrator (for employees) or Board of Managers (for managers).

C. SAFETY AND HEALTH PROGRAMS

The District may pay for safety and health programs that promote healthier and more productive employees and reduce costs to watershed taxpayers, including costs associated with workers' compensation and disability benefits claims, insurance premiums and lost time resulting from employee absences.

D. MANAGER AND EMPLOYEE RECOGNITION.

The District may pay for programs that recognize managers and employees for significant contributions to the District's performance and demonstrated commitment to the District's effective and efficient fulfillment of its purposes in accordance with an annual plan and budget for such events, approved by the Board of Managers. The District may pay for occasional manager and employee recognition events or activities conducted in accordance with an annual plan and budget for such events, approved by the Board of Managers. No expenditure for manager or employee recognition will be made under this policy unless and until the structure, purposes and criteria for recognition are approved by the Board of Managers. All programs shall be undertaken in accordance with Minn. Stat. 15.46 and guidance from the Minnesota State Auditor⁸.

1. The District will not pay employees direct non-salary payments (i.e., bonuses) except as conditioned on achievement of performance goals specified in a written employment agreement.

E. FOOD AND BEVERAGES.

The District may pay for food and beverages when necessary to ensure meaningful, efficient and effective participation of employees, managers or the public in activities, events and functions directly related to District purposes. Circumstances under which District expenditures for food and beverages will be allowed include:

1. Food and/or beverages may be provided as part of a formal meeting primarily for District employees or managers where food and/or beverages are necessary to facilitate the conduct of the meeting, to ensure continuity and support the participation of employees, managers and other participants. Examples of potential qualifying events include:

⁸ See MN State Auditor guidance Statement of Position: Employee Recognition Programs and Events

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- a. An extended planning or operational analysis meeting;
 - b. An extended meeting of department managers, with or without District managers, to develop long-term strategic plans;
 - c. A structured training session for employees generally; or
 - d. Official meetings of the District Board of Managers, a committee, task force or advisory group.
3. Food and/or beverages may be provided for occasional employee recognition and appreciation events and activities, when approved by the Board of Managers in accordance with a District employee recognition and appreciation policy and budget.
 4. District meetings and training sessions will be scheduled to avoid the need to provide food whenever possible.

F. OUTREACH AND STAKEHOLDER INVOLVEMENT

The District may pay for community and stakeholder outreach and involvement programs to ensure the efficient and effective conduct of District programs, projects and meetings conducted to gather public and intergovernmental input and participation in District planning, research, rulemaking and program or project design.

G. MEMBERSHIP, DONATIONS

The District may pay for membership in the Minnesota Association of Watershed Districts in accordance with Minnesota Statutes section [103D.335](#), subdivision 20. District funds may be expended for membership in other professional organizations if the organization is an association of a civic, educational or governmental nature and its activities are directly related to District purposes or the improvement of District operations. District funds may not be donated to any professional, technical or charitable organization, person or private institution. The District may contract for services rendered by such organizations.

H. PROTOCOLS

The following protocols are established to ensure compliance with above policies:

1. When total expenses estimated to be incurred exceed \$100, a written description of the event or activity to be conducted by the District or that a District employee wishes to attend – including the date and location of the event or activity, an estimate of the expenses to be incurred, and indication of the policy(ies) above that support conduct of or participation in the event or activity – will be sent to the Administrator for review and approval at least 3 business days prior to event or activity.
 - b. For employees, approval of the Administrator must be secured prior to an event or activity to qualify as a District expenditure.

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- c. All invoices or reimbursement requests must include or be accompanied by a copy of the Administrator's written approval and must include itemized receipts or other appropriate documentation of expenses incurred. Documentation also must include the date the expense(s) were incurred, location, purpose, participating or attending individuals and relevant affiliation (e.g., "John Doe, Metropolitan Council"), explanation of the need for food and/or beverage for the meeting, event or activity, and any other relevant information.
 - d. Copies of all documentation specified herein will be recorded and maintained in accordance with the District records retention policy.

I. MISCELLANEOUS

1. The District Administrator will secure an approval described above for expenses he or she will incur from the Chairperson of the Board of Managers, except that the Administrator may approve expenses for District-conducted programs, events and activities.
2. District may not pay for alcoholic beverages under any circumstances.
3. The District maintains a credit account with RJ's MiniMart for fuel expenses for District vehicles only.

X. VEHICLE USE POLICY

A. PURPOSE

The District has purchased automobiles and other mechanical vehicles for conducting official business of the watershed district. This policy seeks to provide guidelines and rules for the operation of those vehicles.

B. OPERATING RULES

1. Only NFCRWD employees or staff who have been pre-approved by the Administrator or Board of Managers Chairperson and hold a valid driver's license may operate a District vehicle.
2. The vehicle must be in safe mechanical condition and its operation must not damage it.
3. Any individual operating the vehicle must be mentally and physically able to drive safely. Any individual operating the vehicle must be sober and free from the influence of alcohol, prescription medicine that prohibits the operation of District vehicles, or illegal drugs.
4. Operator must conform to all traffic laws, signals, and markings and make proper allowance for adverse weather and traffic conditions. Drivers may not answer, talk, text, or browse the internet on their cell phones while operating the District vehicles.
5. Operator must be courteous at all times, respecting the rights of other drivers and pedestrians.
6. The operator and all passengers must wear seatbelts and all other available restraints.
7. Operator may not smoke in a District vehicle or permit others to do so.
8. Fuel tanks of any vehicles or field use equipment should be full at all times. It is the driver's responsibility to return the vehicle with a full fuel tank. In case of emergency, when the driver cannot refuel, another staff / manager can refuel the tanks after the trip. Gas and repair reimbursement is subject to the District's standard reimbursement process under the [Public Purposes and Expenditure Policy](#).
9. Upon return, the operator must remove all trash and personnel belongings from the interior. Clean carpets, dash etc. as necessary.
10. The District is required to maintain a mileage log book. This book is to remain in the vehicle at all times. It is the operator's responsibility to correctly log in mileage for any vehicle use, and to make sure that it is correctly coded to projects for reimbursement.

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11. Report any maintenance needs and/or accidents/damage immediately to the Administrator. Return all key(s) to the designated location in the office. (For all traffic accidents – please contact the police and obtain a police report – these must be turned in to the Administrator).
 12. Staff and/or Board of Managers members may not keep copies of the vehicle keys in their possession. All keys must be returned to the office immediately upon return.

C. OPERATOR QUALIFICATION

1. Operator must have a valid license for the vehicle in use from resident state.
2. Operator must have and keep a favorable driving record and be willing to permit a periodic review of your driving record.
3. The District reserves the right to remove any driver privileges.

D. ACCIDENTS

If the District vehicle is involved in an accident (regardless of who is driving), operator must notify the Administrator of the District immediately and follow the procedures established and required by the District's insurance carrier.

XI. PER DIEM POLICY

A. PURPOSE

The District Board of Managers seeks to set guidelines for per diems allowed for staff and managers to be compensated or reimbursed for time and expenses incurred during business of the District.

B. MEETING PER DIEMS

1. Managers will receive seventy five dollars (\$75) per day for all official meetings of the District.⁹
2. The residing Board Chairperson will receive an additional fifty dollar (\$50) per month in compensation for additional duties required of the Chairperson.
3. Managers will receive \$25.00 per hour for non-board meetings and other District related activities, with a cap of \$75 per day.

C. MEAL & INCIDENTAL EXPENSES¹⁰

1. Managers and staff may be reimbursed for meal and incidental expenses incurred while conducting official business of the District, IF any of the following:
 - a. The manager or employee is in travel status overnight.
 - b. Manager or employee incurs meals and incidental expenses as part of training or event, where meals were not included in registration fees.
2. Meal reimbursements are limited by [federal guidelines](#). The District policy follows the current federal guidelines for M&IE reimbursements and to be updated as necessary through annual resolution.

⁹ Motion to amend per diems (April 8th, 1997)

¹⁰ Amended by Resolution 2016-12 (May 9th, 2016)