



## MEMORANDUM

**To:** MCWD Board of Managers  
**From:** Michael Hayman  
**Date:** December 3, 2019  
**Re:** Item 12.1: Board RBA and memorandum format

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### **Purpose:**

In an effort to create consistent communication formats for all Board information – committee briefings, informational items, action items, memorandums – staff have developed new document templates for enhanced readability and tracking.

### **Templates:**

The attached draft templates demonstrate how the various communications will maintain consistent formatting across uses. Attachment A is an example of a committee correspondence and Attachment B is an example of a request for board action (RBA). Beyond the MCWD logo taking a prominent role at the top of each document, the heading of all communications will consistently identify the type of meeting, date of meeting, agenda item and nature of correspondence (i.e. information, action, discussion). These revisions will increase searchability in electronic format and consistently direct the reader to pertinent information.

The information provided in the body of the documents will maintain standard practice, but has been reformatted again for consistency and ease of reading. Attachments C and D demonstrate the use of the revised templates with example text; Attachment C is this memorandum placed into the Board discussion template, while Attachment D is a previously adopted Board action showing how the new RBA and resolution format will look.

At its December 3, 2019 Board of Managers meeting, staff will provide a brief presentation regarding the new format. Following Board input, it is anticipated that new format will be used for the first committee and Board meetings in January 2020.

Additional questions, comments, or ideas related to the Board communications templates can be directed to Michael Hayman at [mhayman@minnehahacreek.org](mailto:mhayman@minnehahacreek.org) or 952.471.8226.

*We collaborate with public and private partners to protect and improve land and water for current and future generations.*



**MINNEHAHA CREEK**  
WATERSHED DISTRICT  
QUALITY OF WATER, QUALITY OF LIFE

**Meeting:** Policy and Planning Committee  
**Meeting date:** December 3, 2019  
**Agenda Item:** 4.1  
**Discussion**

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**Title:** [Insert]

**Prepared by:** [Name]  
[phone]  
[email]@minnehahacreek.org

**Purpose:**

**Background:**

**Summary:**

**Supporting documents:**

- [list attachments]

TEMPLATE



**MINNEHAHA CREEK**  
WATERSHED DISTRICT  
QUALITY OF WATER, QUALITY OF LIFE

**Meeting:** Board of Managers  
**Meeting date:** December 3, 2019  
**Agenda Item:** 11.1  
**Request for Board Action**

**Title:** [Insert]

**Resolution number:** 19-0XX

**Prepared by:** [Name]  
[phone]  
[email]@minnehahacreek.org

**Reviewed by:** [Name, Title]

**Recommended action:** [Insert]

**Schedule:** [date]  
[date]

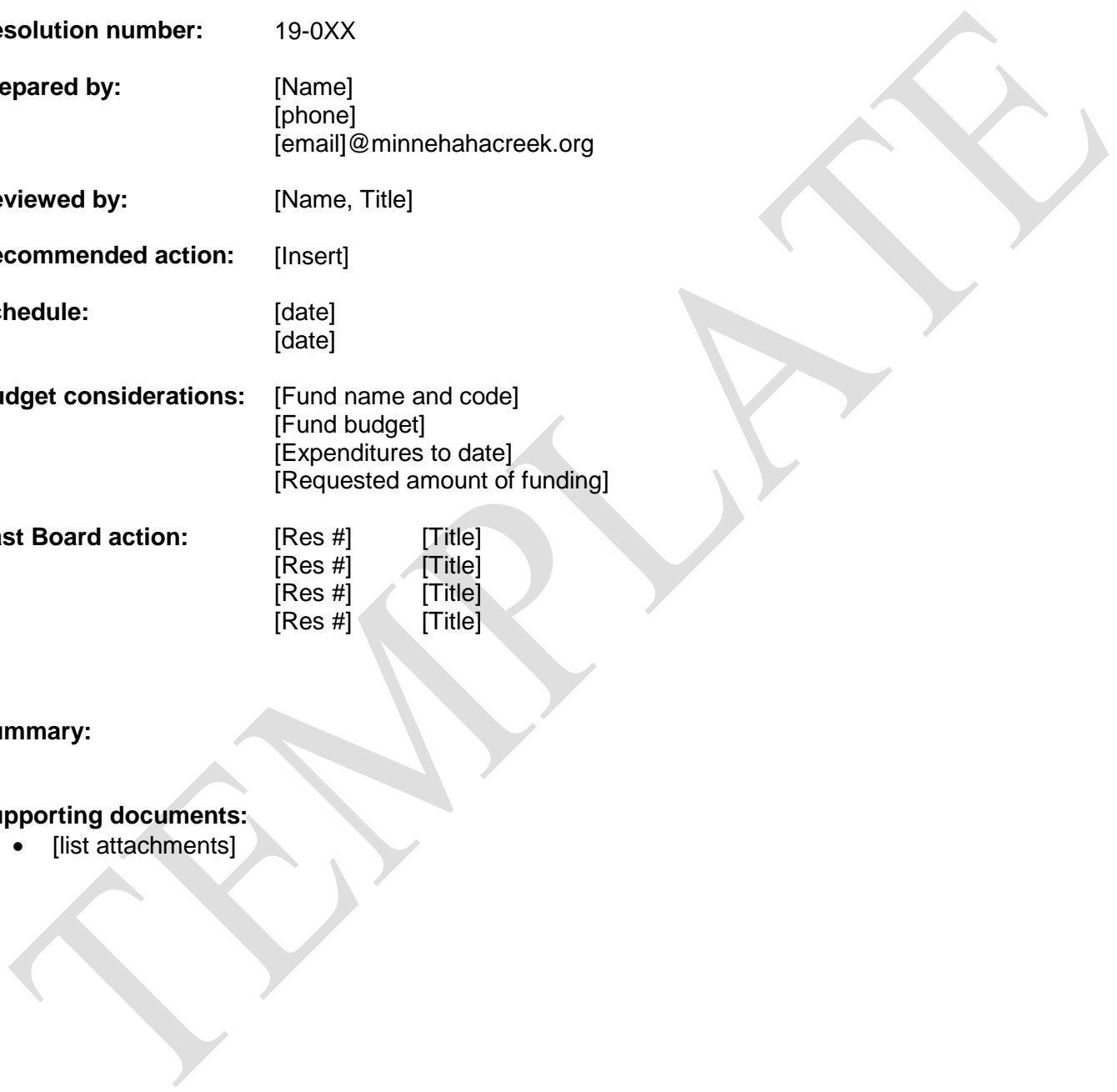
**Budget considerations:** [Fund name and code]  
[Fund budget]  
[Expenditures to date]  
[Requested amount of funding]

**Past Board action:** [Res #] [Title]  
[Res #] [Title]  
[Res #] [Title]  
[Res #] [Title]

**Summary:**

**Supporting documents:**

- [list attachments]



**RESOLUTION**

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**Resolution number:** 19-0XX

**Title:** [Insert]

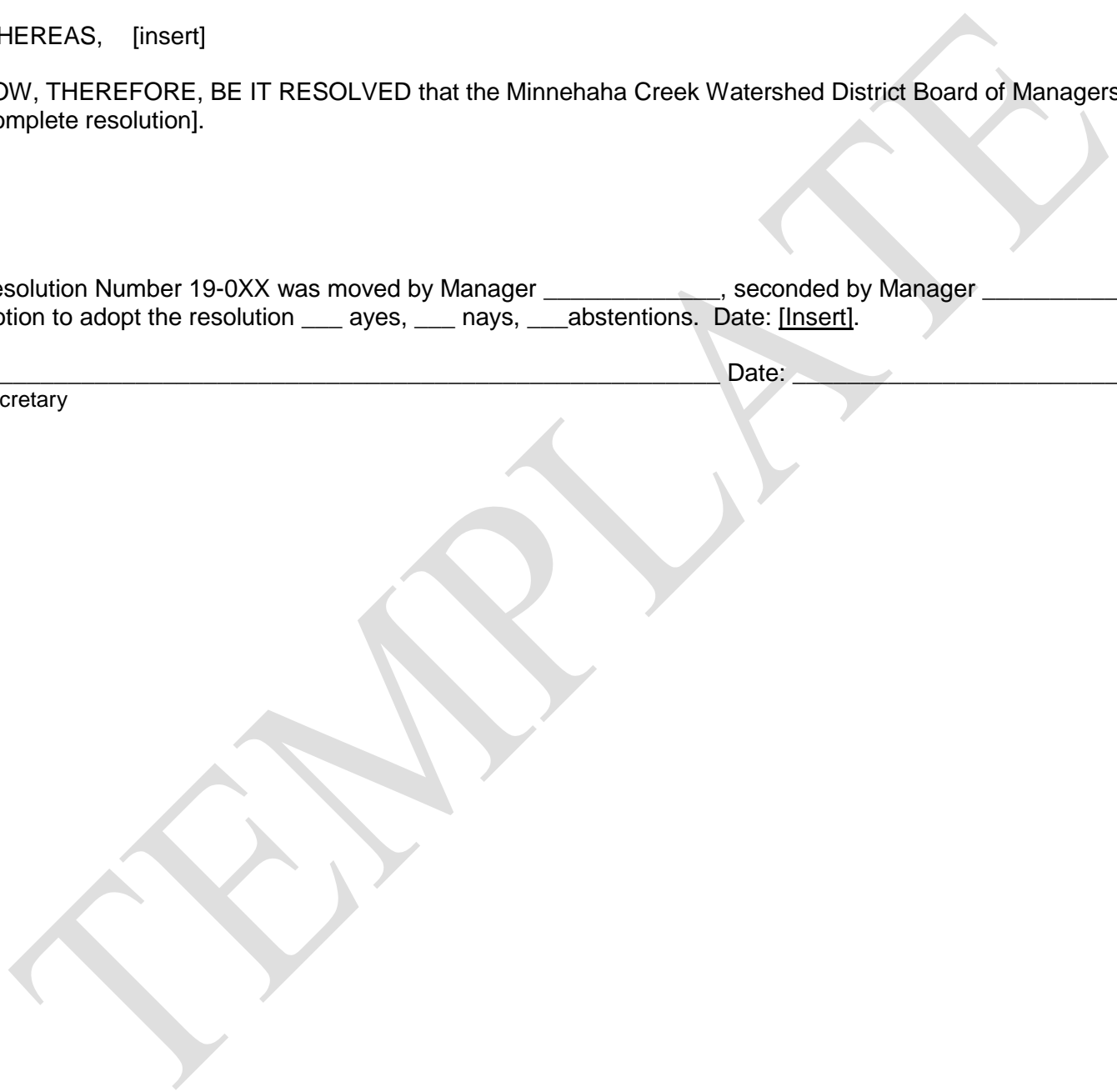
WHEREAS, [insert]

WHEREAS, [insert]

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers [complete resolution].

Resolution Number 19-0XX was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_.  
Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: [Insert].

\_\_\_\_\_  
Secretary Date: \_\_\_\_\_





**Title:** Board RBA and memorandum format

**Prepared by:** Michael Hayman  
952.471.8226  
mhayman@minnehahacreek.org

**Purpose:**

In an effort to create consistent communication formats for all Board information – committee briefings, informational items, action items, memorandums – staff have developed new document templates for enhanced readability and tracking.

**Templates:**

The attached draft templates A and B, a committee correspondence and request for board action (RBA) respectively, demonstrate how the various communications will maintain consistent formatting across uses. Beyond the MCWD logo taking a prominent role at the top of each document, the heading of all communications will consistently identify the type of meeting, date of meeting, agenda item and nature of correspondence (i.e. information, action, discussion). These revisions will increase search ability in electronic format and consistently direct the reader to pertinent information.

The information provided in the body of the documents will maintain standard practice, but has been reformatted again for consistency and ease of reading. Attachments C and D demonstrate the use of the revised templates; attachment C is this memorandum placed into the Board discussion template, while attachment D is a previously adopted Board action showing how the new RBA and resolution format will look.

At its December 3, 2019 Board of Managers meeting, staff will provide a brief presentation regarding the new format. Following Board input, it is anticipated that new format will be used for the first committee and Board meetings in January 2020.

**Supporting documents:**

- Attachment A – Committee correspondence template
- Attachment B – Request for Board action template
- Attachment C – Board discussion sample
- Attachment D – Request for Board action sample



<b>Title:</b>	Authorization to distribute Capital Improvement Plan for annual review and comment
<b>Resolution number:</b>	19-064
<b>Prepared by:</b>	Michael Hayman 952.471.8226 mhayman@minnehahacreek.org
<b>Reviewed by:</b>	Not applicable
<b>Recommended action:</b>	Authorization to distribute the revised draft Capital Improvement Plan (CIP) to MCWD counties and municipalities for 30-day review and comment.
<b>Schedule:</b>	April 2019 – Draft CIP reviewed by Board June 2019 – Release of draft CIP for 30-day review August 2019 – Revisions and approval of 2020 CIP
<b>Budget considerations:</b>	Not applicable
<b>Past Board action:</b>	Not applicable

**Summary:**

Each year, as described in the MCWD's Watershed Management Plan (Plan), the MCWD revises and distributes its 10-year Capital Improvement Plan (CIP) to cities and counties for 30-day review and comment. The purpose of this annual process is to allow the MCWD to adjust its 10-year CIP based on feasibility analysis of projects described in the Plan, identification of new project opportunities through coordination with land use planning, shifts in District priorities, and assessment of staff and financial capacity. As projects are continually being developed, this process also allows the MCWD to provide its stakeholders with a greater level of specificity than was provided in the Plan.

The MCWD adopted its new Plan, including its 10-year CIP, on January 11, 2018. Given how recently the Plan was adopted, there have been minimal changes to the CIP. However, it has been updated to provide more refined costs, funding sources, and schedule for projects that are currently in development. The draft CIP was reviewed at the April 25, 2019 Planning and Policy Committee meeting.

The MCWD uses the annual distribution of its CIP to remind its communities of the MCWD's implementation approach and its desire to coordinate and align its plans and investments with its member communities. The CIP will be accompanied with a cover letter that reinforces the District's model of integrated planning and promotes early coordination.

The CIP will be distributed to the municipalities and counties for a 30-day review and comment period. Following the comment period, any comments received will be brought to the Board for consideration, with revisions to the final 2020 CIP being made prior to the approval.

**Supporting documents:**

- Draft CIP

**RESOLUTION**

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**Resolution number:** 19-064

**Title:** Authorization to distribute Capital Improvement Plan for annual review and comment

WHEREAS, the MCWD's Watershed Management Plan (Plan), adopted on January 11, 2018, included a proposed 10-year Capital Improvement Plan (CIP); and

WHEREAS, the Plan requires that the MCWD annually release its revised draft CIP for 30 day review and comment to the counties and municipalities in the MCWD; and

WHEREAS, the Draft CIP has been revised to reflect current MCWD priorities and provide added specificity for projects that are currently in development; and

WHEREAS, the Draft CIP was reviewed by the MCWD Planning and Policy Committee on April 25, 2019;

NOW, THEREFORE, BE IT RESOLVED, that the MCWD Board of Managers authorizes staff to distribute the Draft CIP for 30 day review and comment.

Resolution Number 19-064 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_.  
Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: June 13, 2019.

\_\_\_\_\_  
Secretary Date: \_\_\_\_\_