

MEETING DATE: November 21, 2019

TITLE: Amend the Manager Per Diem and Expense Policy and Authorize an Increase in the Manager Per Diem Rate

RESOLUTION NUMBER: 19-098

PREPARED BY: Cathy Reynolds

E-MAIL: creynolds@minnehahacreek.org

TELEPHONE: 952-641-4503

REVIEWED BY: Administrator Counsel Program Mgr. (Name): _____
 Board Committee Engineer Other

WORKSHOP ACTION:

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date): _____	<input type="checkbox"/> Refer to taskforce or committee (date): _____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input checked="" type="checkbox"/> Other (specify): Approval at the November 21, 2019 Board Meeting	

PURPOSE or ACTION REQUESTED:

Amend the Manager Per Diem and Expense Policy to reflect the current statutory language regarding the per diem rate and authorize the increase of the per diem rate paid to managers effective January 1, 2020.

PROJECT/PROGRAM COST:

Fund name and number: 100-1002-4110
2020 Budget: \$35,000

PAST BOARD ACTIONS:

None.

SUMMARY:

Under Minnesota Statute 103D.315 managers of a watershed district may be compensated for meetings and for the performance of other necessary duties in an amount not to exceed \$125 per day. Managers are also entitled to reimbursement for travel and other necessary expenses incurred in the performance of their official duties as a manager. The per diem rate increased to \$125 in 2019 pursuant to legislation passed in the 2019 session. The statutory increase was effective July 1, 2019.

In furtherance of this statutory provision the Minnehaha Creek Watershed District (MCWD) Board of Managers adopted a Manager Per Diem and Expense Policy on July 17, 2008 and amended it on November 20, 2014. This policy sets the per diem amount for MCWD managers at up to \$75 per day pursuant to the statutory language.

Given the recent change to Minnesota Statute 103D.315, MCWD seeks to amend the first sentence of the Manager Per Diem and Expense Policy as follows:

“Pursuant to Minnesota Statutes section 103D.315, subdivision 8, managers are eligible to receive compensation of up to ~~\$75~~ \$125 per day.”

This amendment will bring the policy current with the statutory language.

Based on the current policy managers receive a per diem of \$75 per day. With the amended policy in place it is recommended that the per diem rate for managers be increased to \$125 per day effective January 1, 2020. This increase is in line with the 2020 budget for manager’s compensation.

ATTACHMENT

Manager Per Diem and Expense Policy, adopted July 17, 2008, amended November 20, 2014

RESOLUTION

RESOLUTION NUMBER: 19-098

TITLE: **Amend the Manager Per Diem and Expense Policy and Authorize an Increase in the Manager Per Diem Rate**

WHEREAS, Under Minnesota Statutes 103D.315 managers of a watershed district may be compensated for meetings and for the performance of other necessary duties in an amount not to exceed \$125 a day; and

WHEREAS, the Legislature increased the per diem rate found in Minnesota Statutes 103D.315 from \$75 per day to \$125 per day; and

WHEREAS, this change was signed into law and took effect on July 1, 2019; and

WHEREAS, the MCWD Manager Per Diem and Expense Policy sets the per diem at a rate up to \$75 per day; and

WHEREAS, the Board of Managers wishes to amend the Manager Per Diem and Expense Policy to correctly reflect the statutory language; and

WHEREAS, the Board of Managers currently receives a per diem of \$75 per day for attendance at meetings and the performance of other necessary duties in accordance with their position as a manager for the MCWD; and

WHEREAS, it is recommended that the manager per diem be increased to \$125 per day effective January 1, 2020.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers amends the first sentence in the Manager Per Diem and Expense Policy to read; "Pursuant to Minnesota Statutes section 103D.315, subdivision 8, managers are eligible to receive compensation of up to \$125 per day" in accordance with Minnesota Statute.

BE IT FURTHER RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the increase in the per diem rate paid to managers in accordance with the above referenced policy to \$125 per day effective January 1, 2020.

Resolution Number 19-098 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary Date: _____

**Minnehaha Creek Watershed District
Manager Per Diem and Expense Policy**

Adopted July 17, 2008; amended November 20, 2014

Pursuant to Minnesota Statutes section 103D.315, subdivision 8, managers are eligible to receive compensation of up to \$75 per day. The District encourages managers to be actively involved in District committees, projects, public education efforts and communication events to the fullest extent possible in order to enhance and facilitate the mission of the District. However, such involvement shall not duplicate the efforts of the staff and/or consultants hired by the District. Managers should follow the current Assignment Grid to determine the pertinent and germane meetings they should attend.

Authorized meetings are defined as those which include official District business and last longer than one hour in length and meet one of the following criteria:

- a. Publicly noticed District meetings.
- b. Official committee or project meetings which include more than one manager.
- c. Other meetings which are included on the official District calendar.
- d. Other meetings, to which a manager is invited by District staff.

Conference calls, video conferences, and similar "electronic meetings" that meet the above criteria will be eligible for per diem.

Documentation Procedures:

The following guidelines apply for receiving the allowed reimbursement:

1. Individual managers will be responsible for maintaining their own records and documenting meeting dates, locations, purpose and proper coding for the fund designated to be charged to.
2. Individual managers will be responsible for submitting the Per Diem and Expense Sheets to the District Administrator in a timely manner for review by the District Treasurer and approval by the MCWD Board of Managers. Timely manner is defined as no later than the first Friday of each month and no longer than four months after the dates requested for reimbursement.
3. Managers will be reimbursed for documented meals, travel, parking, lodging and telephone expenses incurred while conducting District business.