



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, December 16, 2020

Agenda Item

Item 4. E. - Set 2021 Meeting Schedule

Prepared By

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Summary

Every year the Board of Managers sets its meeting schedule for the following year. In the past couple of years, the date of the January Board of Managers has been rescheduled to earlier in the month before Manager Raby heads south. COVID has changed the ability of the Board to meet in person so Manager Raby will be able to participate from a remote location. It is also likely that virtual meetings will continue well into 2021. Once the LMRWD's regular meeting location is available for in-person Board meetings to resume, the District should anticipate that remote participation in meetings should be made available to the public as well as Managers.

Dates for regular meetings in 2021 are:

- Wednesday, January 20, 2021
- Wednesday, February 17, 2021
- Wednesday, March 17, 2021
- Wednesday, April 21, 2021
- Wednesday, May 19, 2021
- Wednesday, June 16, 2020
- Wednesday, July 21, 2021
- Wednesday, August 18, 2021
- Wednesday, September 15, 2021
- Wednesday, October 20, 2021
- Wednesday, November 17, 2021
- Wednesday December 15, 2021

Managers should their schedules to see if there are any known conflicts that preclude them from being able to meetin either in-person or remotely.

Attachments

LMRWD 2021 Schedule of Regular Meetings

Recommended Action

Motion to set 2021 meeting schedule.

Lower Minnesota River Watershed District 2021 Schedule of Regular Meetings

<i>January 2021</i>	<i>February 2021</i>	<i>March 2021</i>	<i>April 2021</i>
Meeting January 20 <ul style="list-style-type: none"> • Designate official newspaper • Authorize preparation of Annual Report • Designate official Depository • Annual Conflict of Interest reporting • Report of Outstanding Indebtedness to Counties 	Meeting – February 17 <ul style="list-style-type: none"> • February 1 - Update CWF Grant in e-link deadline • Begin annual audit of LMRWD finances 	Meeting – March 17 <ul style="list-style-type: none"> • Beginning of term of office for Managers 	Meeting – April 21 <ul style="list-style-type: none"> • April 30 - Annual report due to BWSR and DNR
<i>May 2021</i>	<i>June 2021</i>	<i>July 2021</i>	<i>August 2021</i>
Meeting – May 19 <ul style="list-style-type: none"> • May 15 - Cost Share Program application deadline • Audit Report Presentation 	Meeting - June 16 <ul style="list-style-type: none"> • Financial Audit due to BWSR and OSA • Announce Cost Share Program Grants • Begin 2021 Budget process • Manager Per Diem reimbursement due (first half 2021) 	Meeting – July 21 <ul style="list-style-type: none"> • Receive first half of ad valorem tax • 2021 Budget review • Update written data access policy MS 13.025 (August 1 due date) 	Meeting – August 18 <ul style="list-style-type: none"> • Public hearing for budget adoption and preliminary certification of levy • Certification of Preliminary Levy (due to Counties September 15) • Adopt Budget before September 15 (MN Statute 103D.911)
<i>September 2021</i>	<i>October 2021</i>	<i>November 2021</i>	<i>December 2021</i>
Meeting – September 15 <ul style="list-style-type: none"> • Election of Watershed Officers • Review By-Laws • Notify Counties of Expiring terms for Managers 	Meeting – October 20 <ul style="list-style-type: none"> • Update Cost Share Incentive and Water Quality Restoration Program • Authorize agreement for Annual Financial Audit 	Meeting – November 17 <ul style="list-style-type: none"> • Public hearing (if necessary) for budget adoption and final certification of levy 	Meeting – December 15 <ul style="list-style-type: none"> • Receive second half of ad valorem tax for taxes payable 2021 • Certification of final Levy • Manager Per Diem reimbursement due(second half) • Prepare dredge site activity report for city of Savage • December 31 – End of Fiscal Year • December 31 - Annual WOMP report due to MCES