

**Metropolitan Soil and Water Conservation Districts
Technical Service Area Joint Powers Board
2023-2025 Work Plan and Budget
Adopted August 31, 2022**

Introduction

The Metropolitan Soil and Water Conservation Districts Technical Service Area Joint Powers Board, also referred to as “Metro Conservation Districts” (MCD) or “TSA 4”, is a Joint Powers Entity composed of eleven Members, including nine soil and water conservation districts (Districts) in the Twin Cities metropolitan area; Anoka, Carver, Chisago, Dakota, Isanti, Scott, Sherburne, Washington and Wright, and two counties; Hennepin and Ramsey. The MCD exists to coordinate and assist with the operations of the nine Districts and with projects for the mutual benefit of the Districts and Hennepin and Ramsey Counties.

Purpose

The purpose of this Work Plan and Budget is to identify tasks, funding allocations, staff or contracting sources, and operating principles and guidelines for both administrative services and special programs of the MCD. It is developed to allow each Member to evaluate their level of participation and needed financial commitment on an annual basis.

Joint Powers Agreements

The MCD utilizes Joint Powers Agreements (JPAs) both for its establishment as a Joint Powers Board and to facilitate the implementation of Special Programs or other administrative activities by members on behalf of the MCD.

The MCD has been formalized through a joint powers agreement that clarifies the relationship between the MCD and its members, the powers and structure of the MCD, structure of programs, and the utilization of annual plans of work and budgets. The establishing JPA of the MCD was last revised in April of 2011.

The hosting and fiscal aspects associated with Special Programs as well as the Administrative Services are implemented through separate JPAs with Members.

Meetings

The MCD will meet three times per year, on the last Wednesday of February and August, and the third Wednesday of November. Meetings typically start at 4:00 p.m. and take place at the Ramsey County Public Works Facility, 1425 Paul Kirkwold Drive, Arden Hills. All meeting times and location are subject to change. An updated schedule will be maintained on the MCD website www.metrotsa4.org. All meetings are open to the public in accordance with Minn. Stat. Ch. 13D.

Member Roles and Responsibilities

The basic duties of Chair, Vice Chair, Secretary and Treasurer are defined in the By-laws (Exhibit 2). Members’ roles and responsibilities are as follows:

- Designate a Director and Alternate (optional) and provide their contact information to the designated administrative services provider.
- Submit agenda items and supporting materials to the designated administrative contact ten days prior to the MCD meeting in digital format.
- Review and comment on draft minutes, work plans, agreements and other materials in a timely manner.
- Ensure MCD business materials are forwarded as necessary to the designated Director and Alternate (if one has been designated).
- Discuss MCD business items at District meetings and take actions to provide timely feedback to the MCD.
- Review meeting information prior to meetings and bring a copy to be used during the meeting

- When requesting that items be added to the agenda at the beginning of the meeting, members will bring at least one copy of supporting materials per MCD member.
- Action items having potential financial impacts on individual Members should be included on the posted agenda and not added the day of a meeting. This is to enable Delegates the opportunity to discuss potential financial impacts with their respective Boards in advance.

Administrative Services and Budget

The MCD will enter into a Joint Powers Agreement with a Member to serve as Administrative Services Provider, or ASP. The ASP is the official day-to-day contact for the MCD and is responsible for providing the organization with essential administrative and fiscal services, including but not limited to:

- Preparing meeting agendas and minutes;
- Storing official records;
- Responding to public records requests;
- Maintaining MCD's website;
- Preparing and securing signatures for joint powers and other agreements;
- Tracking and reporting on the budget and expenditures;
- Preparing invoices and issuing payments on approved invoices for goods and services;
- Preparing quarterly Treasurer's and account transactions reports;
- Compiling records for and facilitating completion of annual audits; and
- Drafting budgets and plans of work for Board consideration and approval.

In addition, the ASP serves as MCD's designated Fiscal Agent for its Special Programs. Fiscal Agent responsibilities include but are not limited to:

- Coordinating with Special Program Hosts to ensure accurate and timely payments to Special Program Participants and to track and report Special Program budget expenditures and balances;
- Maintaining accurate accounting of all program revenues and expenses;
- Providing a financial report at each regularly scheduled MCD Board meeting itemizing fund balances, revenues, and expenditures for each program;
- Maintaining separate copies of all receipts, invoices and payment vouchers to facilitate financial audits;
- Making payment to Members pursuant to approved applications, subject to receipt of invoices and Host approved expenditures and quarterly reports;
- Subjecting the books, records, documents, accounting procedures, and practices to examination by the MCD Board, individual Member Boards and staff, BWSR or other funding agencies, and the State Auditor upon request;
- Preparing and submitting annual, final, and other financial reports to funding agencies as required per grant agreement and policies;
- Assisting with program audits;
- Ensuring the MCD secures and maintains adequate types and levels of insurance coverage; and
- Other fiscal and accounting services as may be needed for compliance with fiscal management and accounting requirements of state grants and/or applicable state laws and regulations.

In addition to the above, the District Manager or equivalent of the ASP may, on behalf to MCD, sign grant agreements and joint powers agreements, or amendments thereto, that are approved by the Board¹.

¹ Authorization granted pursuant to adoption of this work plan, via Motion 22.015 adopted 8/31/2022.

The budget for administrative services is presented below. In August 2019, the Board adopted motion 12.1 establishing that the MCD will maintain a minimum general fund balance of \$30,000 and also increase dues gradually over time. The purpose increasing dues gradually is to avoid a single, large increase being needed to balance the budget in the year the minimum fund balance is reached. Dues in 2023 and 2024 will, however, remain the same as in 2022 (\$1600 per member) due to including interest earnings in the budget. Interest was not included in previous budgets due to low CD's rates in recent years. As of January 1, 2023, the projected fund balance will be \$47,000; therefore, the budget continues to include deficit spending in all three years. Based on future spending and revenue projections, the minimum fund balance will be reached near the end of the next triennial work plan (2028).

All general fund and Special Program accounts, funds, and financial records of the MCD shall be established and maintained separate from those of the ASP

The ASP is authorized to exceed the expenses shown in any given year, but they may not exceed the total amount for each line item unless this work plan is amended by the Board action.

Administrative Services Budget (General Fund)

	2023	2024	2025	TOTAL
Expenses				
Grant application writing and grant work plan development ¹	4,000	\$4,000	\$4,000	\$12,000
Meeting agendas and minutes, contract management, work plan; record keeping, and website maintenance	\$4,800	\$5,000	\$5,200	\$15,000
Financial management and accounting	\$4,000	\$4,200	\$4,400	\$12,600
Expenses and fees to Vendors (audit, website; insurance)	\$7,700	\$7,900	\$8,200	\$23,800
Total	\$20,500	\$21,100	\$21,800	\$63,400
Revenues				
Membership Dues ²	\$17,600	\$17,600	\$17,930	\$52,470
Interest	\$1000	\$1000	\$1000	\$3000
Fund balance	\$1,900	\$2,500	\$2,870	\$7,930
Total	\$20,500	\$21,100	\$21,800	\$63,400
Estimated Fund Balance	\$45,100	\$42,600	\$39,730	

¹ For activity prior to grant agreement execution and not reimbursable by the grant.

² Member dues: \$1,600 in 2023 and 2024; and \$1,630 in 2025.

Special Programs and Budgets

MCD Members collaborate on development and implementation of a number of special programs, including:

- Engineering and Technical Assistance (ETA)
- MN Agricultural Water Quality Certification Program (MAWQCP)
- Metro Area Children's Water Festival (MACWF)

Funds made available through a Special Program (other than the MACWF) will be offered in equal share to all Members interested in participating in the particular program, except in cases where differing levels of participation are inherent and understood in advance. The actual amount a Member receives may vary

depending on their level of interest and/or other relevant circumstances. Generally, to obtain funds Members must request their share of funds through an application process established by the Host. Funds will be reserved for the participating Member subject to the Host’s approval of their application. The program Host has discretion to establish soft and hard deadlines by when reserved funds must be used, based at least in part on grant or other funding source timeframes. Unused or remaining funds will be offered equally to other Members in order to ensure all available funds are encumbered and used prior to their expiration. Payments to Members will be made by the ASP subject to receipt of an approved invoice and approval by the program Host. At their discretion, the Host may require submittal of interim, quarterly, and/or final reports, as well as supporting documentation, prior to issuing approval. The Host may require a higher match percent for implementation than the grant source requires in order to cover the match related to grant administration, fiscal administration, and project development. This is to help ensure the Host does not disproportionately carry the burden of grant match requirements.

A description and projected budget for each Special Program is provided below.

Engineering and Technical Assistance (ETA)

The ETA program is currently funded by the State through BWSR using Technical Service Areas (TSAs) to deliver engineering services and technical assistance to enhance implementation of the State Cost Share program and other similar programs with a primary focus on installing conservation practices that improve water quality and reduce flooding. ETA grant funds are provided through the following grants:

1. Nonpoint Engineering Assistance Program (NPEAP)
 - State General Fund of \$127,500 annually (as of fiscal year 2023)
2. Enhanced Shared Technical Services (ESTS)
 - Clean Water Fund Grant of \$242,500 annually (as of fiscal year 2023)

ETA funds are provided to increase and enhance engineering and technical assistance capacity of Members to plan, design, and install conservation projects addressing non-point source pollution. Funds also support the purchase of equipment that is essential for project planning, design, and installation, as well as to build technical knowledge, skills, and abilities through training. The funds are to provide technical assistance related to non-point source pollution water quality improvement projects.

Budget amounts indicated below are for planning purposes and are subject to change by Board action and/or grant availability. Calendar year 2024 and 2025 assumes the same level of state funding is received in the FY24-25 biennium.

Projected ETA Budget (not including match requirements)

Project Activities	2023	2024	2025	Total Budget
Engineering	\$297,000	\$297,000	\$297,000	\$891,000
Equipment Supplies and Training	\$55,800	\$55,100	\$54,500	\$165,400
Administration – ETA Host	\$14,000	\$14,500	\$15,000	\$43,500
Administration – Fiscal Agent	\$3,200	\$3,400	\$3,500	\$10,100
Total	\$370,000	\$370,000	\$370,000	\$1,110,000

Engineering funds will be offered equally among Members to use for engineering and technical services through contracted services or through employed technical staff of Members. Contracted services may be with private

engineering firm or through staff of another Member or Partner. Independent contractor agreements between Members, Partners, or consultants will be the responsibility of individual Members and not the MCD.

Equipment, supplies and training funds will be used for the purchase of survey equipment of value greater than \$5,000, routine supplies to operate, maintain and repair survey equipment and for cross-training of Member staff or Partners. The use of these funds will be evaluated annually by Member staff. All equipment, supply, and training purchases will be made through the ASP, subject to consultation with Member staff and approval of the ETA Host.

Administration funds will be used to support the ETA Program Host and Fiscal Agent costs associated with ASP. These include but are not limited to: preparing work plans; preparing and tracking quarterly and annual activity reports; issuing payments; tracking and reporting expenditures; corresponding with the BWSR and participating Members; participating in the statewide Technical Service Area workgroup meetings coordinated by BWSR and providing other grant management tasks and support as needed.

A cash or in-kind match of 10% is required with the ETA grants.

Subject to Host approval, the ASP is authorized to exceed expenses shown in any given year of the ETA budget, but they may not exceed the total amount for each line item unless this work plan is amended by the Board action.

MCD, through ETA program Host, will keep and maintain a current inventory of any equipment with a purchase value in excess of \$5,000 (capital equipment). Capital equipment purchased with ETA funds shall be the property of the State of Minnesota for its useful life. The MCD shall be responsible for ensuring capital equipment is properly insured and is made available for sharing among Members. A listing of capital equipment is provided in Exhibit 1. A Capital Equipment Plan (CEP) for 2022-2023 has been developed and approved by the Board shall be incorporated into this plan by reference. A 2024-2025 CEP will be developed.

Metro Area Children's Water Festival (MACWF)

The MACWF is not funded through the MCD but rather through Partners. The MCD will in no way be responsible for expenses associated with the MACWF.

The MACWF is a collaboration with Partners and an annual event for children in the 11-County metro area surrounding Minneapolis and St. Paul. The purpose of the festival is to provide education to fourth-grade students about water resources and to present ways they can help ensure a future where both the quantity and quality of water resources are protected and managed wisely.

The MACWF occurs each September at the Minnesota State Fairgrounds in St. Paul. The design of the program provides students with hands-on opportunities to learn about water and its importance to people and our natural environment. For example, at past festivals, students learned about how water quality is measured by scientists, where water goes when the toilet gets flushed, how tiny aquatic bugs can serve as indicators of water quality, the importance of wetlands, aquatic life, and basic water science. In general, each festival reaches about 1,200 students from the surrounding areas.

The MACWF would not be possible without the collaboration of many agencies through a Festival Planning Committee. The Festival Planning Committee is an interagency group that meets monthly beginning in January of each year to coordinate and complete tasks necessary for a successful event. Each member on the committee

assumes specific duties necessary to execute the festival including but not limited to: recruitment of presenters and volunteers; selection and coordination of participating schools; and organization and coordination of festival activities such as the presentations, arcade, lunch, arrival and departure, registration and photos. The Committee is also responsible for coordination of the State Fair facility rental and contracts, sponsor coordination, and fiscal management.

The MACWF has been sponsored and supported by the MCD for several years. As a condition to continuing this support, the Board in August 2019, adopted motion 19.025 requiring MACWF to reimburse MCD for costs to provide such support.

Projected MACWF Budget

Project Activities	2023	2024	2025	Total
Facility Rental	\$12,000	\$12,000	\$12,000	\$36,000
Food & Supplies	\$3,000	\$3,000	\$3,000	\$9,000
Transportation	\$12,000	\$12,000	\$12,000	\$36,000
Presenters	\$4,000	\$4,000	\$4,000	\$12,000
Website Maintenance	\$3000	\$3000	\$3000	\$9000
MCD Administration	\$4,000	\$4,000	\$4,000	\$12,000
Total	\$38,000	\$38,000	\$38,000	\$114,000

All expenses will be paid for through donations from multiple sponsor agencies and Partners. The MCD will in no way be responsible for expenses not covered by donations.

Subject to Host approval, the ASP is authorized to exceed expenses shown for any activity and/or in any year provided the overall total is not exceeded.

Minnesota Agricultural Water Quality Certification Program (MAWQCP)

MAWQCP is a program designed to assist farmers and other agricultural landowners in taking the lead in implementing conservation practices that protect our water. Participants who meet minimum program requirements for the implementation and maintenance of water quality best management practices customized to their specific operation are eligible to receive MAWQCP certification and regulatory certainty for a period of ten years. Local public and private conservation service providers assist farmers through the certification process.

MAWQCP is administered and funded by the Minnesota Department of Agricultural (MDA). MCD receives funds on a reimbursement basis through a Joint Powers Agreement with the MDA. Member participant requesting funding for MAWQCP services must submit an invoice along with supporting documentation to the ASP. The ASP may establish minimum invoice and support documentation requirements related to format and content, as may be required to ensure compliance with the JPA.

Budget amounts indicated below are for planning purposes and are subject to change by Board action and/or grant availability. Calendar year 2023 assumes the level of MDA funding received in the FY22-23 biennium remains level.

Projected MAWQCP Budget

Project Activity	2023	2024	2025	Total
Administration	\$800	\$800	\$800	\$2,400
SWCD Staff Support	\$20,000	\$20,000	\$20,000	\$60,000
Promotion & Incentives	\$1,400	\$1,400	\$1,400	\$4,200
Engineering & Practice Implementation	\$4,800	\$4,800	\$4,800	\$14,400
Total	\$27,000	\$27,000	\$27,000	\$81,600

Administration funds will be used to support costs associated with administering the program, including but not limited to: preparing work plans; preparing and tracking applications and activity reports; issuing payments; tracking and reporting expenditures; corresponding with the MDA and participating Members; and providing other grant management tasks and support as may be needed.

Promotion and incentive funds will be used to reimburse Member participants for time conducting promotional activities to increase awareness and interest in the MAWQCP. Out-of-pocket expenses associated with these activities are also eligible for reimbursement.

SWCD staff support funds will be used to reimburse Member participants for time assisting program applicants with completing assessments in accordance with program guidelines. Participants conducting such assessments may do so independently.

Engineering and practice implementation funds will be used to reimburse Member participants for time planning, designing, and installing conservation practices that a program participant is implementing as a requirement for certification.

Future Programming Interests for 2023-2025

The MCD may pursue funding to continue existing Special Programs or to develop and implement new Special Programs. Member staff ideas and concepts will be shared with the MCD Board and brought forward as opportunities become available. Of particular interest will be how the BWSR Watershed Based Implementation Fund policy will or will not have continuity with the MCD and other statewide TSAs.

The MCD will continue to support the following Special Programs and budgets that currently exist or evaluate new Special Programs as opportunities arise:

Special Program	Status	Potential Funding Source/Agency	Grant	Local	Total
ETA – NPEAP	Continue	General Fund (BWSR)	\$382,500	\$38,250	\$420,750
ETA – ESTS	Continue	CWF* (BWSR)	\$727,500	\$72,750	\$800,250
MAWQCP	Continue	CWF (MDA)	\$230,000	\$57,500	\$287,500
Groundwater Conservation	Resume	CWF – BWSR/DNR/Other	\$260,000	\$66,000	\$326,000
Subwatershed Assessments	Resume	CWF (BWSR)	\$240,000	\$60,000	\$300,000
Standardized BMP Inspections	New	TBD	\$240,000	\$60,000	\$300,000
Coordinated Education	New	TBD	\$480,500	\$120,100	\$600,600

Pollinator Habitat	New	LSOHC (DNR)	\$360,000	\$90,000	\$450,000
Soil Health	New	CWF (BWSR)	\$260,000	\$66,000	\$326,000
MLCCS/Ecological Planning**	New	LCCMR (DNR)	\$2,935,000	\$220,000	\$3,155,000
Forestry Stewardship	New	RCPP (NRCS); LCCMR (DNR)	\$350,000	\$50,000	\$400,000

*Clean Water Fund

**A grant was submitted for this effort and amount in 2019.

This work plan and budget will be amended, as necessary, if/when the MCD receives funding for developing and implementing any new Special Programs, or for the continuation of existing special programs that are not already identified in this work plan and budget.

Special Program Roles and Responsibilities

Members may participate in Special Programs as a Participant and/or Host. A **Host** is the Member that administers a Special Program in accordance with applicable policies and procedures of the funding agency and MCD. The MCD will enter into a Joint Powers Agreement with the Member that serves as Host for one or more programs. This role may be combined with the Administrative Service Provider role.

A **Participant** is a Member that participates in a Special Program and is engaged in its development and/or implementation.

The obligations for each of the above roles are defined below and are consistent across all Special Programs. Special Program benefits to Members are subject to Participants fulfilling their respective obligations.

Host

In consultation with other Member staff, the program Host will:

- Prepare and submit funding requests as approved by the MCD Board;
- Prepare work plans and budgets in accordance with applicable grant agreement requirements and this Work Plan for the Board’s review and approval; and
- Prepare Special Program guidance, forms and other documents as necessary for Participants to fulfill their obligations.

The Host will administer Special Programs in accordance with applicable grant or agreement requirements and this Work Plan, including but not limited to:

- Submit MCD approved work plan activities and budgets as required by the funding agency; work with funding agency as necessary to secure approval of grant agreements;
- Receive and process completed Participant applications. If there is disagreement between the Participant and Host, notify the Administrative Services Provider for placement of the next MCD Board agenda;
- Prepare and submit quarterly progress reports to MCD for inclusion in regular meeting agenda packets; reports shall include a summary of progress towards achieving outcomes and expenditures;
- Complete reporting as required to fulfill grant agreement and other the funding agency requirements;
- Lead any required project development efforts in consultation with other Member staff and Partners as appropriate; distribute approved protocols, technical information, and other guidelines as may be needed for Participants to deliver on expected outcomes and comply with program requirements; provide support to Participants as needed;
- Develop and submit a multi-year program budget for incorporation into MCD Work Plan and Budget; and
- Coordinate with Administrative Service Provider as needed to ensure accurate and timely payment to Participants and to track and report budget expenditures and balances.

Participants

By participating in a Special Program, the Participant understands and agrees to:

- Acknowledge MCD will enter into an agreement with the Administrative Service Provider to provide administration and fiscal management services to the MCD as described above;
- Identify and develop projects, programs, or other activities for which program funds are proposed to be used;
- Submit completed applications for Special Program participation, using a form(s) provided by the Host;
- Oversee progress and ensure all expenses are appropriate and consistent with approved Special Program application, terms of applicable grant agreements, and this Work Plan;
- Coordinate requests and obtain approval from the Host prior to expenditure of time or funds on any activity that is different or modified from an original approved application;
- Provide the Host with a description of any capital equipment purchased along with identifying serial numbers for inventory purposes; acknowledge any capital equipment purchased through a Special Program is property of the MCD and will be maintained in good, working order;
- Notify Host if funds reserved for the Participant will not be used; acknowledge the purpose of this is to enable the Host to redistribute grant funds to other Participants to ensure such funds are expended and that the Host will determine the date by which such notification is required;
- Provide reports, plans, information or other documentation as may be required by the Host to ensure deliverables meet grant requirements and eligibility for payment; acknowledge the Host has discretion to determine deliverable requirements and the content and frequency of any reporting;
- Ensure all approved activities are completed in accordance with the approved application and program guidelines;
- Maintain records in accordance with specific rules and protocols of each Special Program;
- Submit invoices to MCD for services provided; invoices shall meet minimum format and content requirements as determined necessary by the Host or the Administrative Service Provider; and
- Provide other information as may be requested by the Host or Administrative Service Provider to ensure compliance with agency grant requirements.

EXHIBIT 1 - MCD Capital Equipment Inventory

The following pieces of equipment were purchased by and are insured through MCD.
Each item cost a minimum of \$5,000 and is available for use by any member subject to request and availability.

Item	Serial Number	Purchase Date	Purchase Cost	Location Housed
Trimble 5605 Total Station Survey Gear	63522053	Unknown	\$35,792	Washington
Trimble 5605 Total Station Survey Gear	63530467	Sep 2009	\$19,939	Scott
Trimble R-10 410-470 Survey Gear	5410457343	Apr 2014	\$28,380	Scott
Trimble R-8 GNSS Survey Gear	4906165795	Apr 2014	\$19,056	Washington
Trimble R10 GNSS Survey Gear	5551450166	Mar 2016	\$33,486	Dakota
Trimble S7 Total Station Survey Gear	37410785	Mar 2016	\$39,792	Anoka
Trimble S7 Total Station Survey Gear	37410774	Mar 2016	\$39,792	Washington
Trimble R-10 410-470 Survey Gear	5639470258	Nov 2016	\$30,993	Carver
Trimble Geo 7x GPS Unit	5613468682	Jan 2017	\$8,632	Ramsey
Trimble SX10 Total Station w/TSC7 Controller	30412343 DAD182500045	Mar 2019	\$57,662	Scott
Trimble R-10 Model 60 w/TSC7 Controller	5841F00226 DAD182700495	Mar 2019	\$30,348	Washington
Trimble R-10 Model 60w/TSC7 Controller	5851F00330 DAD184500106	Aug 2019	\$32,917	Wright
Trimble R-12 Model 60 w/TSC7 Controller	6035F00237 DAD203000204	Oct 2020	\$35,617	Anoka
Trimble TSC7 Controller Trimble EM120 Model	BAC210100008 DAD2101100087	Mar 2021	\$7,777	Dakota
Trimble R12i Model 60 w/ TSC7 Controller	6135F00484 DAD213600042	Oct 2021	\$37,562	Hennepin
Trimble R12i Model 60 w/TSC7 Controller	6227F01015 DAD220100156	Aug 2022	\$37,820	Sherburne

EXHIBIT 2 - BYLAWS

BYLAWS of the Metropolitan Soil and Water Conservation Districts Technical Service Area Joint Powers Board (Metro Conservation Districts, or MCD)

Article I – NAME

The name of this Joint Powers Board shall be: Metropolitan Soil and Water Conservation Districts Technical Service Area Joint Powers Board, (Metro Conservation Districts). This name may be abbreviated to MCD.

Article II – PURPOSE

The purpose of the MCD is to share ideas, identify issues, opportunities and solutions among Conservation Districts that have common metropolitan concerns regarding the protection and conservation of natural resources. In addition, the MCD works together to develop and implement joint activities for resource conservation.

Article III – MEMBERSHIP

Each dues paying Conservation District within the boundaries of the eleven county Metropolitan Area shall be deemed to be a voting member of the MCD. Each of these Conservation Districts shall appoint two persons from their elected boards to the MCD, one to serve as delegate and one to serve as alternate. Each delegate shall have one vote.

Article IV – DUES

Each District shall pay dues to the MCD of an amount to be determined by a majority vote of the membership. For purposes of dues and financial reports, the fiscal year shall be the calendar year.

Article V – OFFICERS

The officers of the MCD shall be a Chair, Vice Chair, a Secretary, and a Treasurer. The Secretary may also serve as Treasurer. District staff may support the duties of their elected officers. The Secretary's District shall be the repository of the records. The Treasurer's District shall be the repository of the financial records. The term of office shall be one year. Elections shall be held the first meeting of the year. An officer must be a continuing member of their respective elected board.

Article VI – POWERS AND DUTIES OF OFFICERS

The Chair shall preside at meetings of the MCD. If a vacancy in the office occurs, the Vice Chair will succeed at once to the office and an election for a new Vice Chair will be held at the next meeting. The Vice-Chair serves in the absence of the Chair. If a vacancy in either the Secretary or Treasurer position occurs, the Chair will call for an election at the next meeting and may appoint an officer pro-tem to serve until the election takes place.

The Treasurer shall deposit all funds that come into his/her possession in a bank approved by the MCD and shall make all disbursements by check for the necessary expenses of the MCD.

Checks shall be signed by the Treasurer, Chair or Vice Chair. Officers may not issue and sign checks to themselves. The Treasurer shall keep records of all receipts and disbursements. The Chair will appoint

EXHIBIT 2 - BYLAWS

an Audit Committee to do an annual audit.

All elected officers shall act in concert as an Executive Committee to make interim decisions, including the calling of meetings. The Executive Committee will appoint committees as deemed necessary to carry on the work of the MCD.

Article VII – MEETINGS

All meetings of MCD will be in compliance with Minnesota's Open Meeting Law (M.S. 13D). A minimum of three meetings shall be held each year. The first meeting of the year shall be designated as the official Annual Meeting. A quorum shall be a majority of the membership. Attendance by non-delegate Supervisors and staff is encouraged to allow maximum participation in the sharing of ideas and problems. In addition, a meeting may be called by agreement of the majority of the membership with one week notice to the membership. The MCD may support resolutions for consideration by the Minnesota Association of Soil and Water Conservation Districts.

Article VIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the MCD in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the MCD may adopt.

Article IX – AMENDMENT OF BYLAWS

These bylaws can be amended at any regular meeting of the MCD by a 2/3 vote of the voting members in attendance, provided that the amendment has been submitted in writing and mailed to every member District at least one month prior to the meeting.

Dates on which the MCD Board took action to revise these Bylaws:

March 31, 2010

January 26, 2011

February 25, 2015 (latest)