COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: June 26, 2017
AGENDA NUMBER: 7
ITEM: Report on MAWD Summer Meeting and Proposed Changes to Bylaws

AGENDA: Policy

ACTION REQUESTED
Review and discuss the report on the MAWD summer meeting.

BACKGROUND
At the June 12 meeting the Board was briefed and discussed issues involved with proposed changes to the MAWD By-Laws. The Board appointed Wilder and Ulrich as Board representative and proxy, respectively and voiced a desire to know the objectives of MAWD, the job description of the Executive Director and seeing no increase in the annual dues.

ISSUES/CONCERNS
Objectives of the Minnesota Association of Watershed Districts (MAWD):
The Minnesota Association of Watershed Districts (MAWD) represents 45 watershed districts in the state. The watershed districts are partners in water protection and management.

The mission of the Minnesota Association of Watershed Districts (MAWD) is to provide educational opportunities, information and training for watershed district managers and staff through yearly tours, meetings and regular communication.

   - Advocate for the inclusion of $20 million for Flood Hazard Mitigation Program for statewide needs
   - Advocate for $30 million in CREP funding
   - Advocate for $10 million in Local Road Replace funding
   - Advocate for $10 million in Rim Reserve funding

2. Watershed Omnibus Bill
   - Clarify Watershed Based WCA Implementation
   - Watershed District Funding: Statutory Correction to Impose a Project Tax
   - Amend MN Open Meeting law to allow WD manager meeting participation via electronic means, both inside and outside the territorial limits of the WD and state of MN
• Increase per diem payments to managers to $100 per day

3. Tax Issues
• Modify Levy authority for non-Metro WD’s/increase levy authority by adopting 103B type authority
• Support returning to past tax breaks for conservation easements.
• Advocate for $10 million in local government aids to counties and watershed districts to help defray the cost of the buffers enforcement program.

4. MAWD supports the recommendations of the Clean Water Council.
• One Watershed One Plan Planning - $4.2 million
• One Watershed One Plan Implementation - $12 million

**Job Description of the Executive Director:**

**DRAFT, Executive Director Position**

**Job Summary:** The Executive Director is responsible for overseeing the day-to-day operations of the Minnesota Association of Watershed Districts (MAWD), including but not limited to the educational opportunities for Watershed Administrators, Managers and staff, for growing both the organizational, its profile, reputation and for managing legislative affairs.

**Reports to:** MAWD Board of Directors

**Duties:**
• Works with the MAWD Board to develop and implement strategic planning goals, an annual work plan and budget;
• Serves as a liaison between member organizations and the Board of Directors;
• In conjunction with the MAWD Board and members, sets a legislative agenda for each legislative session and oversees lobbying activity accordingly;
• Establishes professional and strategic relationships with the Association of District Administrators (ADA) and its members;
• Establishes professional and strategic relationships with the Board of Soil and Water Resources (BSWR), the Minnesota Department of Natural Resources (DNR), the Minnesota Pollution Control Agency (MPCA), the Minnesota Department of Agriculture, and other state and local agencies;
• Supports strong partnerships with the Minnesota Association of Soil and Water Conservation Districts (MASWCD), Minnesota Association of Counties (ACM) and their members as well as other local watershed management organizations and non-governmental organizations (NGOs);
• Oversees, directs and actively participates in legislative affairs and lobbying for the organization in partnership with the lobbyist and under direction of the BOD;
• Prepares and distributes regular communications to member organizations regarding legislative initiatives and MAWD activities;
• Distributes “calls to action” regarding the legislative activities and needed communications to State legislators in consultation with the lobbyist;
• Prepares and distributes communications to partners as listed above regarding MAWD policy and activities;
• Prepares and Administers the annual MAWD budget in conjunction with the MAWD BOD Treasurer, President and contracted accounting services;
• Oversees MAWD staffing (hiring, annual reviews, etc.);
• Produces the Annual MAWD Membership Conference, Meeting and Trade Show including the annual awards program;
• Manages the MAWD Office including the website, office technology, all aspects of financial accounting and reporting;
• Applies for and manages various grants;
• Serves as a spokesperson for the organization;
• Participates in and presents at various water-focused conferences, both locally and nationally;
• Promotes the success and formation of watershed districts across the state;
• Supports watershed districts in times of crisis, conflict and financial issues.
• Prepare annual filing of non-profit status report for the Secretary of State.

Requirements:
• Bachelor’s degree in natural sciences preferred
• Five years of experience managing a member-based organization
• Direct experience with legislative affairs and lobbying activities
• Direct experience in managing professional staff (both employees and contractors)

Desired:
• Master’s Degree in Public Administration

Salary Range:
• TBD (Expectation is that an Executive Director position would require a base salary in the range of $65 -125,000 annually with a benefits package adding 30-35% to the salary)

Annual Dues: The Board preferred there be no increase in dues

PRIOR DECISIONS
na

OPTIONS
na

RECOMMENDATION
Receive report