Means and Methods of Doing Business

This section articulates a strategy for accomplishing the District's goals and objectives effectively at the lowest cost.

Goal

- To create and maintain a management climate that encourages people to do their best in carrying out the District's mission.

- To reliably identify the composition, size, and organization of the work force, after considering alternative approaches to achieve District goals, to the most efficient workforce at the lowest cost.

- Provide a management system to enhance environmental performance and accountability through continual improvement.

- Increase the effectiveness and/or efficiency of District operations

- Promote a high level of consciousness about reducing costs while maintaining an acceptable level of quality of programs and service.

- Eliminate duplication of effort.

Policies

To pursue these goals the Coon Creek Watershed District will:

1. Conduct only essential activities.

2. Accomplish its mission at the lowest cost consistent with program needs.

3. Develop and implement management policies that maintain an adequate quality and quantity level of goods and services required to meet public program objectives.

4. The District will seek innovative and least-cost alternative ways of doing business, and select and manage the work force to achieve assigned program objectives and targets at a satisfactory level of performance.

5. Integrate work force planning into the program budget process, and evaluate its efficiency and effectiveness through management reviews and performance evaluations.

6. Use the comprehensive plan and annual budget process to provide a framework for making staffing decisions based on the District's mission, comprehensive plan, budgetary resources, and a set of

needed workforce competencies.

7. Ensure that all assessments and studies intended to increase program efficiency and effectiveness and/or decrease operating costs assess the potential impacts to the District's legal responsibilities and emergency response capabilities that would result from changes proposed.

8. In conjunction with its mission and guiding principles the District is committed to complying with applicable legal and other requirements, pollution prevention, and continual improvement of the resource.

Ways of Doing Business

Planning for and managing the work force requires the analysis of the numbers and kinds of people and the skills needed to accomplish constantly changing priorities and programs and considers alternative ways of doing business using:
1. District Staff
2. Consultants
3. Volunteers
4. Contracts
5. Grants
6. Cross Servicing
7. New Equipment & Technology
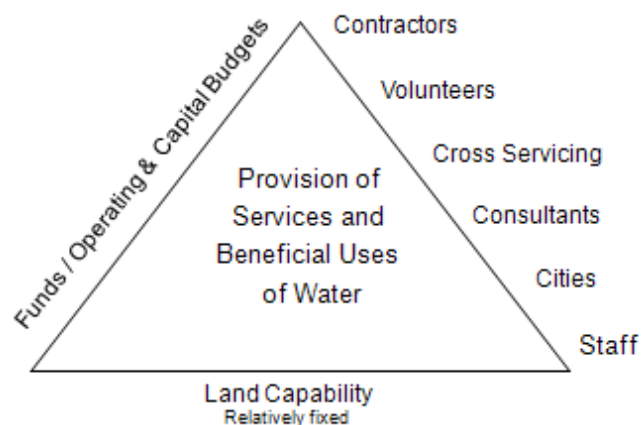
District Staff	At present the District retains 5.5 FTEs. Four of these individuals have professional training in at least one of the traditional natural resource disciplines (forestry, hydrology/watershed management, fisheries and wildlife, and range management), two employees have a BS in biology-one with an emphasis in water quality and one with a minor in communications. Two employees have backgrounds in accounting and economics. Two employees are Masters prepared in their fields.

All of the employees have acquired additional training to acquire or hone necessary field skills in surveying, wetland delineation and erosion and sediment control inspection, and communications and technology. In addition staff have acquired the skills and knowledge needed in hydrologic modeling and GIS.

Professional Services Consultants

The District currently retains six consultants for professional services:

1. Accounting and Payroll
2. Audit Services
3. Computer Support and information Technology Services
4. Engineering Services
5. GIS Services
6. Legal Services

Volunteers

The District benefits from the volunteer efforts of several individuals who read lake gauges within the District.

Volunteers have also helped to clean up a number of different sections of stream within the watershed, picking up trash and litter which is later hauled away by a city public works crew.

Contracts

The District contracts for two types of labor.

First, is an ongoing service contract for three types of ongoing yet intermittent services (Non-Routine):
1. Nuisance Beaver
2. Forestry – Removal of spot obstructions caused by downed trees
3. Excavation – Removal of earthen material and sand bars obstructing or impairing flow caused by erosion and or accumulation of bed load.

Second, is project or construction labor. These projects are large enough that they either require quotes or bids and typically involve:
1. Channel repair
2. Excavation and construction (such as a pond)
3. Construction (water control structures or weirs).

Grants	Grants have provided a means to perform a variety of work within the District. Work has ranged from special studies on the connection between surface water and ground water to the construction of rain gardens and the retrofitting of existing stormwater facilities to enhance their performance for water quality treatment.
New Equipment and Technology	In the 2013 budget the District made the first commitment to utilizing technology to enhance staff productivity and to integrate District operations with our collaborators. The District will continue to pursue that strategy.
Cross-Servicing	Informal cross-servicing has been the most common type of collaboration between the District and the Cities within the watershed. The service has worked for and by both organizations and has ranged from simple "heads up" in sharing observations to taking the lead, when appropriate, in explaining the others goals, objectives an key contacts.

The District currently has cooperative agreements with the Anoka Conservation District and the City of Blaine. Cooperation and collaboration are central to the implementation strategy of this plan and the implementation section on Partnerships and Collaboration discuss this in detail. At present, the agreements signed by the District stipulate specific services performed either by or for the watershed district. |