June 18th 2019 Yahara WINS Executive Committee Meeting

Agenda Item: Yahara WINS Staffing options.

Action Requested: None at this time. Presentation of proposal for review and discussion at next Executive committee meeting

Background:

2019 is the Yahara WINS partnership’s 3rd full year managing the adaptive management project for the whole Yahara watershed. As the executive committee prepares for the 2020 budget, attached is a list of tasks that could be done by a WINS funded staff position. The model for funding a WINS staff person is yet to be determined as this model could involve cost-sharing with other partners like the District.

Many of the tasks that are on this list have been done by the District over the last few years as part of the Yahara WINS partnership. This list represents the first cut at parsing out tasks that could be directed to WINS staff and based on this list help WINS identify a position description. This list was created with the premise that if a WINS staff person is added, it would free up District staff to continue doing WINS tasks with a focus on what is important and necessary with respect to permit compliance and implementation of the adaptive management plan, as well as those things that are specifically required of the District in the IGA.

Recommendation:

Executive Committee members read over the proposal and are prepared to discuss the potential for adding capacity and what that capacity would be in future budgets to support a WINS staff person.
Current Yahara WINS tasks taken on by the District

- Act as an advisor to the Group and the Executive Committee on all aspects of the Group activities associated with the Intergovernmental Agreement (IGA) and implementation of the adaptive management plan.
- In addition to the Executive Committee, act as a spokesperson for the Group.
- In consultation with the Executive Committee and Yahara WINS Legal Counsel, identify and draft policies, and procedures needed to support implementation of the Intergovernmental Agreement and related actions, with said policies, procedures and documents subject to approval by the Executive Committee. Periodically review adopted policies and procedures on an annual basis and recommend changes to the Executive Committee as appropriate.
- Conduct official correspondence on behalf of the Group as appropriate and jointly with the Group when appropriate.
- Represent the Group at meetings, conferences and other activities where reasonable and appropriate to enhance the Group’s profile.
- Provide technical and regulatory advice and support to the Group including:
  - Engagement with DNR, DATCP and other entities as needed on various issues to the adaptive management plan and project.
  - Assistance and support in implementing various aspects of the adaptive management plan.
- Provide meeting management support for meetings of the Group and Executive Committee. This will preparing draft meeting agendas for consideration of the Executive Committee President, securing meeting speakers, general meeting facilitation/management, and development of meeting summaries.
- Provide support for administering the financial aspects of the Yahara WINS IGA Group including:
  - Development of annual and five year budgets for consideration by the Yahara WINS Group and Executive Committees.
  - Arrangement and support for annual financial audits.
  - Managing the Yahara WINS payment authorization process.
  - Preparation and presentation of financial information to the Yahara WINS Group and Executive Committee meetings.
  - Annual invoicing to IGA participants, including coordination of adjustments to charges (if any) for IGA participants based on updated information consistent with the procedures identified in the IGA.
- Support the development and implementation of service agreements, contracts, and/or Memorandums of Understanding related to activities funded by the Group.
• Represent the Group at various meetings held by participating municipal entities or other interested parties (e.g. Dane County, Department of Natural Resources, and USGS) on an “as needed” basis.
• Serve as the Group’s liaison to the Clean Lakes Alliance, the Yahara Pride Farm Group, the Rock River Coalition and other similar groups.
• Coordinate general communication with Group members, including the preparation of reports called for under the IGA.
• Coordinate preparation of reports as needed to the Dane County and similar entities.
• Provide other support to the Group as may be needed from time to time.

1) District tasks directly called out in the IGA
• Responsibility for preparing the adaptive management plan and amending the plan as necessary.
• Responsibility for administration and management of the adaptive management plan, including contract management.
• Serves as the primary contract laboratory for water quality monitoring.
• Serves as President of the IGA Executive Committee
  o Presides at all meetings of the Executive Committee
  o Sets the Executive Committee agenda

2) IGA tasks that require District involvement as a member of the IGA Executive Committee
• Per the IGA, the Executive Committee has certain responsibilities that by definition require some level of involvement by the District and other members of the Executive Committee. These include:
  o Arranging for annual financial audits.
  o Preparation of annual reports, interim reports, etc.
  o Preparation of annual and five year budgets for consideration by the Group and Executive Committee, including development of budget narratives.
  o Making adjustments in charges to participating IGA members based on updated modeling or effluent quality information—there is a phosphorus reduction accounting function associated with this.
  o Making, amending and repealing bylaws and rules.
  o Investing funds not for immediate disbursement.
  o Making and executing contracts and other instruments (e.g. with engineers, legal counsel, administrative staff and other consultants).
• Accepting contributions of capital from Members or third parties.
• Other acts and things necessary or convenient for the conduct of business, etc.
• The District is currently one of the two Executive Committee Officers that provides dual signatures on payment approval and legally binding documents executed in the name of the Executive Committee or the Group.

Note: In most of the above tasks, the District by default has taken the lead on behalf of the Executive Committee and the WINS Group as a whole (e.g. preparation of annual reports, preparation of budgets, developing contracts and MOUs). The District needs to decide going forward whether it will continue to provide the same level of support in the above areas, or whether it will defer some of these responsibilities to a WINS position.

3) Other tasks taken on by the District
   • Providing accounts payable/receivable services
   • Public noticing of Group and Executive Committee meetings in the WSJ
   • Developing the functional equivalent of CARS for important agenda items
   • General communication to the Group and Executive Committee
   • Hosting and managing the Yahara WINS website
   • Administering the phosphorus reduction grant program (formally known as the mini grant program)

4) Potential WINS “staff” tasks
   • Providing day-to-day administrative support to the Executive Committee on many of the items contained in #2 and #3 above.
   • Providing technical, regulatory and/or operational support, advice and guidance to the Group including:
     • Engagement with DNR, DATCP and other entities as needed on various issues related to the adaptive management plan and project.
     • Assistance and support in implementing various aspects of the adaptive management plan.
   • In consultation with the Executive Committee and Yahara WINS Legal Counsel, identifying the need for and providing assistance in developing policies and procedures to support implementation of the Intergovernmental Agreement and related actions, with said policies, procedures and documents subject to approval by the Executive Committee.
   • Managing and conducting correspondence on behalf of the Executive Committee/Group as appropriate and jointly with the Executive Committee/Group when appropriate.
• Providing meeting management support for meetings of the Group and Executive Committee. This would include preparing draft meeting agendas for consideration of the Executive Committee President, securing meeting speakers, general meeting facilitation/management, etc.

• Identifying the need for, and supporting the development and implementation of service agreements, contracts, and/or Memorandums of Understanding related to activities funded by the Group.

• Providing support for administering the financial aspects of the Yahara WINS IGA Group including assistance in:
  o Development of annual and five year budgets for consideration by the Yahara WINS Group and Executive Committees.
  o Arrangement and support for annual financial audits.
  o Managing the Yahara WINS payment authorization process.
  o Preparation and presentation of financial information to the Yahara WINS Group and Executive Committee meetings.
  o Annual invoicing to IGA participants, including coordination of adjustments to charges (if any) for IGA participants based on updated information consistent with the procedures identified in the IGA.

• Providing support for the Group on an “as needed” basis by attending various meetings held by participating municipal entities or other interested parties (e.g. Dane County, Department of Natural Resources, and USGS).

• Attending and representing the Group at meetings, conferences and other activities where reasonable and appropriate to enhance the Group’s profile.

• Serving as the Group’s liaison to the Clean Lakes Alliance, the Yahara Pride Farm Group, the Rock River Coalition and other similar groups.

• Coordinating general communication with Group members on issues related to the IGA, including the preparation of reports called for under the IGA.

• Providing other support to the Group as may be needed from time to time.