

BY – LAWS

SNAKE RIVER WATERSHED MANAGEMENT BOARD

PINE, KANABEC, MILLE LACS AND AITKIN COUNTIES

ADOPTED JUNE 1994

REVISED MAY 20th, 2002

REVISED August 25, 2014

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ARTICLE I – PURPOSE

1. The purpose of the Snake River Watershed Management Board is to coordinate the comprehensive county water plans as pertaining to that area within the Snake River Watershed and actions relating thereto as existing in the water plans of the four counties; Pine Kanabec, Mille Lacs, and Aitkin, that are signatories to the Joint Powers agreement and to provide for the implementation of the actions as set forth in said plans.
2. To provide for the joint and cooperative management of county water plans and other actions necessary to protect and enhance the water and land resources within the Snake River Watershed.
3. To identify existing and potential problems and opportunities for the protection, management and development of water and related land resources within the Snake River Watershed.
4. The organization is a joint powers board, pursuant to Minnesota Statutes 471.59. Member counties are Pine, Kanabec, Mille Lacs and Aitkin.

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ARTICLE II – MEMBERSHIP

1. The membership of the Snake River Watershed Management Board (SRWMB) shall be composed of one (1) county commissioner, designated by each respective board, from each member county.
2. Members of the SRWMB shall be appointed for a one (1) year term to run concurrently with each board member's term on his/her respective county board. Members may be reappointed by the county board of commissioners of that county.

ARTICLE III – OFFICERS

1. The officers of the SRWMB shall consist of a chairperson, vice chairperson, and a secretary and shall be elected at the annual meeting in January.
2. The chairperson shall be elected by the members of the SRWMB.

3. The vice chairperson shall be elected by the members of the SRWMB and shall act as chairperson in his or her absence.
4. The secretary shall be elected by the members of the SRWMB. The secretary may delegate a representative to record the minutes and perform other duties of the secretary. The elected secretary will sign the official minutes of all meetings following approval of the board.
5. The SRWMB will request the county commissioners of each county to replace their representative member after missing two (2) consecutive meetings without notice to the coordinator.

ARTICLE IV – COMMITTEES OF THE BOARD

1. The SRWMB may form and assign members to chair various committees that are appropriate to fulfilling the goals and objectives of the SRWMB.
2. Committee members may be selected from CAC members, technical advisors, agency personnel, organization members, or other interested citizens.
3. The SRWMB Coordinator shall report on the budget for the next year at the May meeting.
4. The SRWMB shall review staff performance and recommend salary levels or other actions at the December meeting.
5. A Legislative committee shall submit recommended proposals for changes in policy and/or action by member counties and/or other policy making bodies to the SRWMB for review. Proposals approved by the SRWMB shall be forwarded to the proper authority.

ARTICLE V – ADVISORY COMMITTEE TO THE SRWMB

1. Membership of the Citizen Advisory Committee (CAC) as per the joint powers agreement shall consist of twelve (12) members and must meet the following requirements: one (1) Soil and Water Conservation District (SWCD) supervisor from each of the four (4) member counties and two (2) citizens from each county, with at least one (1) of which may be a lake association member selected from a list of three (3) provided by the lake association (s) within the Snake River Watershed if one or more lake associations exist.
2. Each County's representatives on said CAC shall be appointed by the board of commissioners of each county.
3. The term of membership of the CAC shall be three (3) calendar years. Each individual county will fill vacancies consistent with Article V-1.

4. The members of the CAC shall elect a chairperson, a vice chairperson and a recording secretary to serve a term of one (1) calendar year. The members of the CAC may re-elect an individual to two (2) or more consecutive terms. Annual elections will be at the first (1st) meeting of the CAC in January of each year. The secretary may delegate a representative to record the minutes and perform other duties normally assigned to the secretary. The elected secretary will sign the official minutes of all meetings following approval of the CAC.
5. The CAC and Board shall meet concurrently.
6. The CAC will routinely advise the Snake River Watershed Management Board on issues of policy and administration as related to the SRWMB's purpose and mission statement including, but not limited to land use and management, water quality and stewardship/education thru a regular report at the SRWMB's meetings or by special request of the SRWMB.
7. The CAC shall operate both as a committee and through sub-committees focusing on the major topics of land use, water quality and stewardship/education. Sub-committees may be formed to increase effectiveness, to address specific topics, or project areas including, but not limited to, land management, (forest practices, agriculture, private lands), recreational systems planning, water quality monitoring and land conservation.
8. The chairperson of the CAC will make the decision if input is needed from the full membership of the CAC or a meeting of a sub-committee is appropriate on a specific project, problem or request. Each committee will report to the full CAC membership at a meeting for review of findings, recommendations and for approval.
9. Sub-committees may utilize people who are not members of the CAC. A listing of resource people will be provided by the coordinator from which the CAC may seek out individuals to assist with efforts, provide information, insights, make recommendations and/ or advise on committee activities.

ARTICLE VI – COMPENSATION

1. Members of the SRWMB may be compensated for regular meetings by the member county they represent.
2. Members of the SRWMB may be compensated for expenses incurred in attending special meetings, such as mileage and meals, by the county board when representing the SRWMB when prior authorization is given by the county they represent. Receipts are necessary.
3. Members of the CAC may be compensated for expenses incurred in attending meetings by the county they represent, such as mileage and meals according to that county's policy, with whatever each county requires for receipts and other documentation. This compensation will not be paid to members attending as part of their professional duties.

ARTICLE VII – BUDGET

1. The Fiscal year of the Snake River Watershed Management Board (SRWMB) is the calendar year, January 1 thru December 31.
2. All expenses incurred by SRWMB or CAC must have prior approval of the SRWMB, have a signed claim form submitted itemizing expenses for the SRWMB approval at their regular monthly meeting. All claims must be submitted thirty (30) days after the month in which they were incurred.
3. The fiscal agent shall be the Kanabec County Auditor.
4. The funds of the SRWMB shall be managed by the Kanabec County Auditor's office and are subject to audit by the State of Minnesota.

ARTICLE VIII – MEETINGS


1. The SRWMB shall meet on the fourth (4th) Monday of each month at a time set by the SRWMB at its annual meeting in January. Any change or special meeting will have notification provided to the official newspaper of each county for publication and/or e-mail and/or via Snake River Watershed website.
2. The CAC of the Snake River Watershed Management Board shall meet as deemed necessary by the CAC chairperson or by the request of the SRWMB.
3. A quorum of the SRWMB meetings shall consist of a simple majority of the members. A quorum of the CAC meetings shall consist of a simple majority of its members.
4. A motion or resolution shall be approved by a favorable vote of a simple majority of the members present providing enough members are present to make a quorum.
5. The notice of meetings shall be mailed and/or emailed not less than ten (10) days prior to the scheduled meeting date of the SRWMB or the and/ or CAC members as appropriate.
6. A notice of the meeting schedule of the SRWMB for the year shall be submitted to the official newspaper of each county and/or posted to the Snake River website following the annual meeting.
7. The established meeting schedule of the SRWMB may be changed at the annual meeting with agreement by all the board members. Meetings canceled due to inclement weather will be posted via Snake River website and email to members.

ARTICLE IX – DISSOLUTION

1. Any member of the Joint Powers Agreement may petition the Snake River Watershed Management Board to dissolve the agreement. Upon ninety (90) day notice in writing to each member Board of Commissioners and to each SRWMB member, the SRWMB shall hold a hearing and upon a favorable vote by a majority of all eligible votes of the then existing SRWMB members, the SRWMB may by resolution recommend that the SRWMB be dissolved, MN Statute 471.59.
2. Upon dissolution, personal property shall be returned to the member county that the contribution of the said personal property to the SRWMB. Any property owned by the SRWMB or in event the source of the personal property is not identifiable; it shall be distributed in accordance with the formula used to determine each member county's contribution to administrative expenses.

ARTICLE X – CERTIFICATION

1. These By-laws were adopted by a vote of 4 ayes and 0 nays by the members of the Snake River Watershed Management Board on August 25, 2014.




Kim Smith, Kanabec County



Mitch Panger, Pine County



Don Niemi, Aitkin County



Roger Tellinghuisen, Mille Lacs County