

## **OPERATING COMMITTEE**

December 29th, 2022 Minutes

**Board members present:** Randy Chann, Debbie Schnedler, and Justin Aldred.  
This meeting was publicly posted.

The committee held a discussion of the history of BCRSD operational strategy and the organizational chart. Chann would like to see an alignment between skill sets, skill development and task sets. He would like to see digital information defined as a critical function assigned to a staff member.

The committee reviewed the list of critical functions and designated which staff should be responsible. A question was posed as to whether the Sewer District might need the services of a firm with expertise in Human Resources legal issues, or if there was another method to assure that the Sewer District is compliant with applicable personnel laws. Ratermann advised MOPERM comments on policies and protocols needed for liability issues.

Chann asked the department managers to report out to Board routinely, perhaps quarterly.

Schnedler revisited the potential for the Board to approve financial reports quarterly rather than monthly. She noted reconciliation would still need to occur monthly.

Schnedler commented that the BCRSD should make an effort to interview candidates specifically with bookkeeping and analytic skills because those skills had not been a focus in the previous hire. The job description doesn't require either an accountant or a CPA. Ratermann asked Schnedler if she would help with the interview process and Schnedler indicated she would.

There was also a significant discussion of digital solutions and whether they might provide efficiency opportunities, whether investments in technology could be cost effective, and that mapping should be a major focus. The committee also discussed the possibility of evaluating summer interns from the engineering school to possibly assist with digital data to alleviate pressure on staff time.

The next meeting was scheduled for March 2, 2023.

The meeting was adjourned at Noon.