

NMCWD 2021 Per Diem Schedule & Guidance:

Adopted by the NMCWD Board of Managers March 17, 2021

Per-diem payments must be issued in accordance with Minnesota Statutes section 103D.315, subdivision 8, and the NMCWD Bylaws. In addition to the requirements and procedures therein, per-diem payments will be made in accordance with the following general provisions and schedules or as otherwise approved by the NMCWD Board of Managers.

- a. To be eligible for a per diem, the activity must be authorized or requested by the Board of Managers or requested by the administrator.
- b. A manager may receive only one per diem per day of service to the District.
- c. No manager shall be paid a per diem for attendance at or conduct of any activity for which the manager is entitled to compensation from any other person or entity.
- d. Managers will prepare written claim forms for per diem and expenses. Managers' claims will be submitted to the treasurer to be processed and approved in the same manner as other claims against the District. A claim for a per diem or an expense must be submitted within 90 days of the date of service or the expense was incurred, and all claims for expenses in any given year must be submitted prior to January 15 of the following year. The manager will retain a copy for his or her personal records.

Full Per Diem Compensation

A manager may receive a per diem of \$125 for:

- Participation in a meeting/workshop of the Board of Managers
- Meetings or trainings, attendance or participation in which is requested by the Board of Managers or administrator.
- Attendance at each day of official meetings of the Minnesota Association of Watershed Districts, including the annual legislative conference, annual summer tour, and quarterly meetings of the Metro chapter of MAWD.

Reduced Per Diem Compensation

A manager may receive a per diem of \$50 for:

- Preparation for each meeting of the Board of Managers attended by the manager.
- Participation by an individual manager or no more than two managers together in meetings with the administrator and/or staff as requested by the administrator.

Examples would be:

- Monthly update meeting between chair and administrator
- Annual pre-budget development meeting with chair and treasurer
- Treasurer's monthly review of bills and income spreadsheet and treasurer's report
- Treasurer's participation in annual audit (each day)
- Citizens Advisory Committee meetings
- Signing checks