



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, March 19, 2025

Agenda Item

Item 5. D. - Approval to authorize payment of recurring invoices

Prepared By

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Summary

Invoices received by the LMRWD are added to the Board's monthly agenda for approval. Once the Board approves them, the payment process begins. This can lead to delays in paying some invoices by their due dates, especially the copier lease payment, resulting in late fees.

The process used by the LMRWD to pay invoices follows:

- An invoice is received and added to the Board agenda for approval
- A payment request is sent to Clifton Larson Allen, who enters the payment into Quickbooks and Bill.com (LMRWD's bill paying service).
- Data entry is reviewed for accuracy and approved by the LMRWD Administrator
- Payment is then reviewed and approved by the LMRWD President and Treasurer.
- When all approvals have been received payment is ordered.
- Bill.com processes the payment by ACH or issuing a check.

The entire process will usually take 5 -7 days. If the Board meeting occurs late in the month, payments may cross the month end.

At its February 5th meeting, the LMRWD Finance Committee recommended that certain invoices, such as the copier lease, should not require Board approval before payment. The rationale is that these recurring expenses were authorized by the Board when the lease agreement was approved. Additionally, these invoices do not need verification of completed work before payment. This authorization includes the copier lease payment and office rent. The Board may also consider including payments to its government relations consultant, Park Street Public, under this category, as there is an annual agreement in place.

Approval from the Board President and Treasurer will still be required when these invoices are paid, ensuring a level of review. The invoices will continue to appear on the Board's monthly agenda, but they will have already been paid.

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The Finance Committee plans to make this a part of the internal controls policy that is being developed.

Attachments

No attachments

Recommended Action

Motion to authorize payment of copier lease, office rent and government relations consultant prior to approval from the full Board of Managers at the monthly Board of Managers meeting