



Bassett Creek Watershed Management Commission

MEMO

To: BCWMC Commissioners and Alternate Commissioners
From: Laura Jester, Administrator
Date: December 13, 2023

RE: Consider Appointing Chad Guse as BCWMC Deputy Treasurer

It recently came to my attention that the current BCWMC deputy treasurer, Sue Virnig with the City of Golden Valley, is retiring in early January. Sue has served as the Commission's deputy treasurer for many years and most recently also performed accounting functions for the Commission. At the meeting in November, the Commission approved an agreement with the City of Plymouth to perform financial management and accounting services. That agreement is now fully executed having been approved by the Plymouth City Council.

A deputy treasurer, a role outlined in the [Commission's bylaws](#), can be appointed by the Commission to assist the actual treasurer with financial duties and is a checking account signatory. Earlier this year, the Commission approved an updated [Roles and Responsibilities](#) document that includes a list of responsibilities for the deputy treasurer including:

- Takes direction from the Commission Treasurer and Commission
- Advises the Commission on financial practices, investments, and depositories
- Maintains access to Commission accounts including checking and investment accounts
- Assists with the transfer of funds between accounts in order to maintain appropriate balances in checking account and investment funds
- Assists with maintaining appropriate collateral on all accounts
- Assists with developing and implementing the Commission's fiscal policies
- Assists with and reviews the annual financial audit
- Maintains signatory authority for checking account; signs monthly checks as needed

Most of these functions are also included in the agreement with the City of Plymouth but I think it is critical that the Commission assign a specific deputy treasurer, particularly for the ability to sign checks if needed.

Chad Guse is a Certified Public Accountant and will be the Commission's primary accountant at the City of Plymouth. I recommend appointing him as the Commission's deputy treasurer effective immediately.