



BWSR JPA Review Checklist

WMO: _____

Compliant: ___ Yes ___ No ___ Partial

Review by: _____

Date: _____

Complaint	Requirements	JPA
Y N P		Citation
___ ___ ___	A. purpose statement consistent with MN. Stat., Sec. 103B.201	_____
___ ___ ___	B. complete legal description defining the boundary of the organization	_____
___ ___ ___	C. requirement to adopt rules of order and procedure	_____
___ ___ ___	D. process for establishing an annual budget and work plan	_____
___ ___ ___	E. formula for determining each member's share of the annual operating budget	_____
___ ___ ___	F. statement of how member appointees are to be compensated	_____
___ ___ ___	G. procedure providing for the establishment of citizen and technical advisory committees or other means of public participation	_____
___ ___ ___	H. section defining the powers and duties of the organization	_____
___ ___ ___	I. section establishing the duties and terms of the officers of the organization	_____

- ___ ___ ___ J. notification process on the location and time of meetings _____

- ___ ___ ___ K. section defining the voting requirements for decision making and capital improvements consistent with MN Stat. Sec., 103B.211, subdiv. 1 paragraph (c) _____

- ___ ___ ___ L. section outlining meetings to be scheduled at least annually _____

- ___ ___ ___ M. the process and responsibilities of the organization and its members for filling vacancies consistent with MN. Stat., Sec. 103B.277, subdiv. 1 and 2 _____

- ___ ___ ___ N. the duration of the agreement and a process for dissolution that provides for at least 90 days' notice of the intent to dissolve to the affected counties and the board _____

- ___ ___ ___ O. section defining how the membership will be represented, with the total number of representatives to be at least three _____

- ___ ___ ___ P. updated by July 27, 1993 _____

General Comments: