



Governance Committee Meeting
Wednesday, March 25, 2026; 8:15 a.m.
Island Park Conference Room
6100 38th Street S, Fargo

AGENDA

1. Recognition of Audience/Public Comments
2. Review and Discuss Governance Policies - Staff Accountability and Authority of the Executive Director; Commissioner Rostad, presenter
3. Review and Discuss Governance Policies - Emergency Succession and Asset Protection; Commissioner Rostad, presenter
4. Other

Next Park Board Meeting: April 14, 2026: 5:30 p.m.
Next Planning Committee Meeting: April 15, 2026; 8:15 a.m.
Next Governance Committee Meeting: April 22, 2026; 8:15 a.m.

Susan Faus, Executive Director
Park Commissioners – Zoe Absey * Vicki Dawson * Joe Deutsch * Aaron Hill * Jerry Rostad
Clerk -Jeff Gunkelman

Our Core Values: * Be Authentic * Be Bold * Be Collaborative



MEMORANDUM

DATE: March 25, 2026

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 2 - Review and Discuss Governance Policies –
Staff Accountability and Authority of the Executive Director

The Governance Committee will review and discuss compliance with Policies C/ED 3 (Staff Accountability) and C/ED 4 (Authority of the Executive Director).

If you have any questions, do not hesitate to contact me prior to the meeting.

Thank you.

Susan Faus, Executive Director
PARK COMMISSIONERS – Zoë Absey * Vicki Dawson * Joe Deutsch * Aaron Hill * Jerry Rostad
Clerk-Jeff Gunkelman

Our Values: Be Authentic * Be Bold * Be Collaborative

C/ED-3 Staff Accountability

The Executive Director is responsible for all day-to-day operations of the Fargo Park District. All staff shall report directly or indirectly to the Executive Director.

1. The Board will not give direction to any employee other than the Executive Director unless directed by the Executive Director.
2. The Board will not formally or informally evaluate any staff member other than the Executive Director.
3. Except as required by law, the Board will not participate in decisions or actions involving the hiring, evaluating, disciplining, or dismissing of any employee unless requested by the Executive Director.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: Reviewed Annually

Adopted: April 2025

FARGO PARK DISTRICT – 2026

March 25, 2026

RE: C/ED-3 STAFF ACCOUNTABILITY

FOCUS: Action

Responding Board members: Zoë Absey, Vicki Dawson, Joe Deutsch, Aaron Hill, Jerry Rostad

DIRECTIONS: Board members will provide an individual assessment of compliance with the policy. If marked “Inadequate Compliance,” the responding Board member will provide a short explanation of why the response was assessed using the “Explain your rating” section. Suggestions for possible policy changes must be included in the section of each policy.

C/ED - 3: Staff Accountability

The Executive Director is responsible for all day-to-day operations of the Fargo Park District. All staff shall report directly or indirectly to the Executive Director.

Substantial compliance	Inadequate Compliance

Vicki

Substantial compliance	Inadequate Compliance

Jerry

Substantial compliance	Inadequate Compliance

Aaron

Substantial compliance	Inadequate Compliance

Zoe

Substantial compliance	Inadequate Compliance

Joe

1. The Board will not give direction to any employee other than the Executive Director unless directed by the Executive Director.

Substantial compliance	Inadequate Compliance

Vicki

Substantial compliance	Inadequate Compliance

Jerry

Substantial compliance	Inadequate Compliance

Aaron

Substantial compliance	Inadequate Compliance

Zoe

Substantial compliance	Inadequate Compliance

Joe

2. The Board will not formally or informally evaluate any staff member other than the Executive Director.

Substantial compliance	Inadequate Compliance

Vicki

Substantial compliance	Inadequate Compliance

Jerry

Substantial compliance	Inadequate Compliance

Aaron

Substantial compliance	Inadequate Compliance

Zoe

Substantial compliance	Inadequate Compliance

Joe

3. Except as required by law, the Board will not participate in decisions or actions involving the hiring, evaluating, disciplining, or dismissing of any employee unless requested by the Executive Director.

(C/ED-3)

Please explain your rating:

Please use the area below to suggest possible policy changes for the Governance Committee to review. Proposed edits must be included below using strike throughs or word additions and be accompanied by a rationale for the change:

Recommendation:

C/ED-4 Authority of the Executive Director

The Fargo Park District Board of Commissioners will provide direction to the Executive Director through written Operational Expectations (OEs) and a Strategic Plan that defines the organizational results to be accomplished through a strategically focused set of priorities, goals, strategies, and progress monitoring indicators.

1. The Executive Director shall follow a set of OEs and, when monitored by the Board, provide interpretations and evidence of compliance with those policies.
2. The Executive Director is authorized to establish additional procedures, regulations, and Administrative Policies (APs), make decisions, establish practices, and develop activities to achieve the OEs and Strategic Plan.
3. The Executive Director is not expected to seek Board approval for decisions falling within the area of delegated authority; however, they shall collaborate with the Board in making decisions that significantly impact the Fargo Park District.
4. The Board may change its OEs, shifting the boundary between the Board and the Executive Director's areas of responsibility. The Board will respect and support the Executive Director's reasonable interpretation of its policies.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: Reviewed Annually

Adopted: August 2025

FARGO PARK DISTRICT – 2026

March 25, 2026

RE: C/ED-4 AUTHORITY OF THE EXECUTIVE DIRECTOR

FOCUS: Action

Responding Board members: Zoë Absey, Vicki Dawson, Joe Deutsch, Aaron Hill, Jerry Rostad

DIRECTIONS: Board members will provide an individual assessment of compliance with the policy. If marked “Inadequate Compliance,” the responding Board member will provide a short explanation of why the response was assessed using the “Explain your rating” section. Suggestions for possible policy changes must be included in the section of each policy.

C/ED - 4: Authority of the Executive Director

The Fargo Park District Board of Commissioners will provide direction to the Executive Director through written Operational Expectations (OEs) and a Strategic Plan that defines the organizational results to be accomplished through a strategically focused set of priorities, goals, strategies, and progress monitoring indicators.

Substantial compliance	Inadequate Compliance

Vicki

Substantial compliance	Inadequate Compliance

Jerry

Substantial compliance	Inadequate Compliance

Aaron

Substantial compliance	Inadequate Compliance

Zoe

Substantial compliance	Inadequate Compliance

Joe

1. The Executive Director shall follow a set of OEs and, when monitored by the Board, provide interpretations and evidence of compliance with those policies.

Substantial compliance	Inadequate Compliance

Vicki

Substantial compliance	Inadequate Compliance

Jerry

Substantial compliance	Inadequate Compliance

Aaron

Substantial compliance	Inadequate Compliance

Zoe

Substantial compliance	Inadequate Compliance

Joe

2. The Executive Director is authorized to establish additional procedures, regulations, and Administrative Policies (APs), make decisions, establish practices, and develop activities to achieve the OEs and Strategic Plan.

Substantial compliance	Inadequate Compliance

Vicki

Substantial compliance	Inadequate Compliance

Jerry

Substantial compliance	Inadequate Compliance

Aaron

Substantial compliance	Inadequate Compliance

Zoe

Substantial compliance	Inadequate Compliance

Joe

- The Executive Director is not expected to seek Board approval for decisions falling within the area of delegated authority; however, they shall collaborate with the Board in making decisions that significantly impact the Fargo Park District.

Substantial compliance	Inadequate Compliance

Vicki

Substantial compliance	Inadequate Compliance

Jerry

Substantial compliance	Inadequate Compliance

Aaron

Substantial compliance	Inadequate Compliance

Zoe

Substantial compliance	Inadequate Compliance

Joe

- The Board may change its OEs, shifting the boundary between the Board and the Executive Director's areas of responsibility. The Board will respect and support the Executive Director's reasonable interpretation of its policies.

(C/ED-4)

Please explain your rating:

Please use the area below to suggest possible policy changes for the Governance Committee to review. Proposed edits must be included below using strike throughs or word additions and be accompanied by a rationale for the change:

Recommendation:



MEMORANDUM

DATE: March 25, 2026

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 3 – Review and Discuss Governance Policies
– Emergency Succession and Asset Protection.

The Governance Committee will review and discuss compliance with Policies OE 1 (Emergency Succession) and OE 5 (Asset Protection).

If you have any questions, do not hesitate to contact me prior to the meeting.

Thank you.

OE-1 Emergency Succession

To protect the Board in the event of an unexpected loss of Executive Director services, the Executive Director shall ensure that at least one other staff member, such as a Deputy Director, is familiar with Board and Executive Director issues and processes and can assume those responsibilities immediately should the need arise.

Accordingly, the Executive Director shall:

- Annually, provide a list of individuals whom the Board shall consider as Interim Executive Director.

Interim Executive Director Terms:

- Designation as an Interim Executive Director does not guarantee ongoing or continued employment or promotion to the Executive Director position. If the position becomes vacant, internal candidates must apply using the same process as external candidates.
- If the Executive Director position becomes available, the Governance Committee will organize a search process and the subsequent steps necessary to hire a new Executive Director.
- All other staffing positions fall under the direction of the Interim Executive Director.

Monitoring Method:	Commissioner self-assessment
Monitoring Frequency:	Reviewed Annually
Adopted:	January 2025

FARGO PARK DISTRICT – 2026-27

March 25, 2026

RE: Monitoring Report on OE - 1: Emergency Succession

FROM: Susan Faus, Executive Director

BOARD FOCUS: Action Required

Responding Board members: Zoë Absey, Vicki Dawson, Joe Deutsch, Aaron Hill, Jerry Rostad

DIRECTIONS:

Board members will provide an individual assessment of compliance with the policy using response options of “Compliant” or “Not Compliant.” If marked “Not Compliant,” the responding Board member will provide a short explanation of why the response was assessed. Questions regarding operational items associated with the policy must be lodged with the Executive Director, separate from the monitoring assessment. Suggestions for possible policy changes must be included in the area at the bottom of this document.

OE-1: Emergency Succession

OE-1 Compliance Issue	Summary Response-Executive Director	Admin. Opinion of Compliance Status	Board Members' Assessment	
<p>To protect the Board in the event of an unexpected loss of Executive Director services, the Executive Director shall ensure that at least one other staff member, such as a Deputy Director, is familiar with Board and Executive Director issues and processes and can assume those responsibilities immediately should the need arise.</p> <p>Accordingly, the Executive Director shall:</p> <ul style="list-style-type: none"> Annually, provide a list of individuals whom the Board shall consider as Interim Executive Director. 	<p>Deputy Director of Operations Deputy Director of Administration</p>	<p>_____ Compliant</p> <p>_____ Non-Compliant</p>	<p>Compliant</p> <p>_____ Vicki</p> <p>_____ Jerry</p> <p>_____ Aaron</p> <p>_____ Zoe</p> <p>_____ Joe</p>	<p>Non- Compliant</p> <p>_____ Vicki</p> <p>_____ Jerry</p> <p>_____ Aaron</p> <p>_____ Zoe</p> <p>_____ Joe</p>

Thoughts on Possible Policy Changes:

OE-5 Asset Protection

The Executive Director shall not allow assets to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked.

Accordingly, the Executive Director shall:

1. Obtain insurance coverage against theft and casualty losses to 100% of replacement value and against liability losses to Board members, staff, and the organization itself.
2. Take reasonable steps to ensure the facilities and equipment are sufficiently maintained.
3. Ensure that actions do not knowingly, recklessly, or negligently expose the organization, Board, or staff to legal liability.
4. Protect intellectual property.
5. Commit to any non-budgeted purchase or expenditure of more than \$50,000.00 without the Board's approval.
6. Make any purchase without weighing:
 - a. reasonable precaution against conflict of interest.
 - b. comparative prices based on items of similar quality.
 - c. a balance between long-term quality and cost.

**Reference: Procurement Policy No. 390*
7. Use a competitive bidding procedure for the purchase of all supplies, materials, and equipment, and any contracted services except professional services (architectural, engineering, construction management, research, consulting) of \$50,000 or more or \$200,000 for those costs associated with construction as specified by law.

**Reference: Procurement Policy No. 390*
8. Protect information and files from loss or significant damage.
9. Ensure that a policy is in place for the encumbrment or disposal of real property.

10. Preserve and dispose of all records related to affairs or business of the organization following state and federal law.

11. Ensure that any action knowingly, recklessly, or negligently endangers the organization's public image or credibility, jeopardizing its ability to accomplish its mission.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: Reviewed Annually

Adopted January 2025

FARGO PARK DISTRICT – 2026

March 25, 2026

RE: Monitoring Report on OE – 5 Asset Protection

FROM: Susan Faus, Executive Director

BOARD FOCUS: Action Required

Responding Board members: Zoë Absey, Vicki Dawson, Joe Deutsch, Aaron Hill, Jerry Rostad
 Governance policies are monitored per the schedule. Monitoring determines the degree to which board policies are being met. Information that does not contribute directly to this purpose is not considered monitoring data. The standard for compliance shall be whether the Executive Director has reasonably interpreted the Board policy being monitored.

DIRECTIONS:

Board members will provide an individual assessment of compliance with the policy using response options of “Compliant” or “Not Compliant.” If marked “Not Compliant,” the responding Board member will provide a short explanation of why the response was assessed. Questions regarding operational items associated with the policy must be lodged with the Executive Director, separate from the monitoring assessment. Suggestions for possible policy changes must be included in the area at the bottom of this document.

OE-5 Asset Protection

The Executive Director shall not allow assets to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked.

Policy Statement	Summary Response	Administrative Opinion of Status	Board Members' Assessment	
Accordingly, the Executive Director shall: 1. Obtain insurance coverage against theft and casualty losses to 100% of replacement value and against liability losses to Board members, staff, and the organization itself.	The Fargo Park District has property, casualty, and general liability insurance through Marsh McLennan Agency.	Compliant Available upon request.	Compliant ___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe	Non-Compliant ___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe

<p>2. Take reasonable steps to ensure the facilities and equipment are sufficiently maintained.</p>	<p>The Fargo Park District is developing a preventative maintenance plan to ensure the facilities and equipment are sufficiently maintained.</p> <p>Strategic Plan – Objective 1.3.2 Develop standards for and expectations for replacement of all equipment used within the park district.</p>	<p>Compliant</p> <p>The park district has a current preventative maintenance plan, but this plan will be updated with objective 1.3.2 of the strategic plan in Q2 of 2026.</p>	<p>Compliant</p> <p>___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe</p>	<p>Non-Compliant</p> <p>___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe</p>
<p>3. Ensure that actions do not knowingly, recklessly, or negligently expose the organization, Board, or staff to legal liability.</p>	<p>The Fargo Park District has a crisis communication plan in place.</p>	<p>Compliant</p> <p>A plan is available upon request.</p>	<p>Compliant</p> <p>___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe</p>	<p>Non-Compliant</p> <p>___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe</p>
<p>4. Protect intellectual property.</p>	<p>The Fargo Park District has a draft policy.</p>	<p>Non - Compliant (In process)</p> <p>Staff have created a draft policy and are waiting on feedback from Park District attorney.</p>	<p>Compliant</p> <p>___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe</p>	<p>Non-Compliant</p> <p>___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe</p>

<p>5. Commit to any non-budgeted purchase or expenditure of more than \$50,000.00 without Board approval.</p>	<p>Long Range Financial Plan was updated in 2025. The Park District has a Procurement Policy.</p>	<p>Compliant A plan is available upon request.</p>	<p>Compliant ___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe</p>	<p>Non-Compliant ___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe</p>
<p>6. Make any purchase without weighing: a. reasonable precaution against conflict of interest. b. comparative prices based on items of similar quality. c. a balance between long-term quality and cost.</p>	<p>Procurement Policy. Fargo Park District Procurement Policy – 390 - addresses spending limits, approval requirements, necessity for written specifications, and competitive bidding, which all speak directly to the care given competitive pricing, quality expectations, and protection against individuals purchasing without proper approvals.</p>	<p>Compliant</p>	<p>Compliant ___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe</p>	<p>Non-Compliant ___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe</p>
<p>7. Use a competitive bidding procedure for the purchase of all supplies, materials, and equipment, and any contracted services except professional services (architectural, engineering, construction management, research, consulting) of \$50,000 or more or \$250,000 for those costs associated with construction as specified by law.</p>	<p>Fargo Park District Procurement Policy.</p>	<p>Compliant Policy is available upon request.</p>	<p>Compliant ___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe</p>	<p>Non-Compliant ___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe</p>

<p>8. Protect information and files from loss or significant damage.</p>	<p>Fargo Park District Records Retention Policy and Schedule.</p>	<p>Compliant Policy is available upon request.</p>	<p>Compliant ___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe</p>	<p>Non-Compliant ___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe</p>
<p>9. Ensure that a policy is in place for the encumberment or disposal of real property.</p>	<p>The Fargo Park District has a procedure in place for the encumberment or disposal of real property.</p>	<p>Compliant Procedure is available upon request.</p>	<p>Compliant ___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe</p>	<p>Non-Compliant ___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe</p>
<p>10. Preserve and dispose of all records related to affairs or business of the organization following state and federal law.</p>	<p>Fargo Park District Records Retention Policy and Schedule.</p>	<p>Compliant Policy is available upon request.</p>	<p>Compliant ___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe</p>	<p>Non-Compliant ___ Vicki ___ Jerry ___ Aaron ___ Zoe ___ Joe</p>

<p>11. Ensure that any action knowingly, recklessly, or negligently endangers the organization's public image or credibility, jeopardizing its ability to accomplish its mission.</p>	<p>Fargo Park District Crisis Communication Plan</p>	<p>Compliant</p> <p>Policy is available upon request.</p>	<p>Compliant</p> <p>___ Vicki</p> <p>___ Jerry</p> <p>___ Aaron</p> <p>___ Zoe</p> <p>___ Joe</p>	<p>Non-Compliant</p> <p>___ Vicki</p> <p>___ Jerry</p> <p>___ Aaron</p> <p>___ Zoe</p> <p>___ Joe</p>
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Possible Policy Changes

DIRECTIONS: Please use the area below to suggest possible policy changes for the Governance Committee to review. Proposed edits must be included below using strike throughs or word additions and be accompanied by a rationale for the change.

RECOMMENDATION: that the monitoring report be accepted and filed.