

**MINUTES OF THE REGULAR MEETING  
OF THE  
BOARD OF MANAGERS  
OF THE  
NINE MILE CREEK WATERSHED DISTRICT**

**WEDNESDAY, JULY 20, 2016**

**Call to Order**

Chair Kloiber called the meeting of the Board of Managers of the Nine Mile Creek Watershed District to order at 7:00 p.m., Wednesday, July 20, 2016, at the Nine Mile Creek Watershed District Office, 12800 Gerard Drive, Eden Prairie, MN 55346.

Managers Present: Twele, Lynch, Kloiber, Segreto and Peterson

Managers Absent: None.

Advisors Present: Louis Smith, Robert Obermeyer, Erica Sniegowski

**Agenda**

Acting Administrator Sniegowski stated that under the Hearing of Permit Applications Item I should be combined with Item A. She noted that there are some residents present that would like to hear about Normandale Lake and suggested moving the Engineer's Report to be considered as Item Six.

Attorney Smith noted that there is action required by the Board in regard to the Edina Streambank Project and it was noted that should be considered as Item 10F.

Manager Peterson moved, seconded by Manager Twele, to approve the agenda as amended. Upon a vote, the motion carried.

**Reading and Approval of Minutes**

The Chair called for review of the minutes of the Special Meeting of April 7, 2016. Manager Peterson noted under Item One, it should state, "...continued from at..." She noted under Item Two, it should state, "...purpose of this topic meeting..." She noted also under Item Two perhaps the staff and Board members present should be listed and that it should be made past tense. Manager Lynch noted that in the last paragraph it should state, "...Kieffer states summarized..."

Manager Segreto moved, seconded by Manager Lynch, to approve the minutes with the noted corrections. Upon a vote, the motion carried.

The Chair called for review of the minutes of the Special Meeting of May 5, 2016.

Acting Administrator Sniegowski noted that she should be listed as present under the staff members. Manager Peterson noted under Item One, the second paragraph, the fourth line, it should state, "...impervious area for which volume retention cannot be provided..." She noted under Item Two, it should state, "...~~topic~~ meeting..." She stated that past tense usage should be inserted similar to the last set of corrections. Manager Lynch noted that in the last paragraph, it should state, "...Kieffer stated she would summarize..."

Manager Peterson moved, seconded by Manager Twele, to approve the minutes with the noted corrections. Upon a vote, the motion carried.

The Chair called for review of the minutes of the Special Meeting of June 8, 2016. Manager Twele stated that under Item One, the fourth paragraph, it should state, "...concern, for example the two year and ten year events..." Manager Peterson noted in the fifth paragraph, it should state, "...878.75 feet upstream..." Chair Kloiber noted that under Item C, the second paragraph, it should state, "...toward adopting..." Attorney Smith noted that he was in attendance and should be included in the staff members present.

Manager Lynch moved, seconded by Manager Segreto, to approve the minutes with the noted corrections. Upon a vote, the motion carried.

The Chair called for review of the minutes of the Regular Meeting of June 15, 2016. Manager Peterson noted that under the Reading and Approval of Minutes it should state, "Manager Twele moved, seconded by Manager Lynch, to ~~continue~~ approve..." She referenced the Hearing and Discussion of Matters of General Interest and asked if it should be specified as to where the resident is from; staff noted that they would insert the appropriate city. She referenced page three, the paragraph above the Consent Agenda, it should state, "...the areas ~~upstream that contribute~~ tributary to the lake."

Manager Segreto moved, seconded by Manager Lynch, to approve the minutes with the noted corrections. Upon a vote, the motion carried.

The Chair called for review of the minutes of the Special Meeting of July 7, 2016.

Manager Lynch noted that she should be listed only as present and not as also both absent and present. Manager Twele, noted and under Staff Transition Planning, the third paragraph down, it should state, "...the Board stated..." Attorney Smith noted for the motion at the bottom of the page, it should state, "...appointment of Erica Sniegowski as Interim Administrator with all the authority that has been delegated to the Administrator. Upon a vote, the motion carried." He noted that under Item Two, the motion should state, "...to authorize payment of accumulated unused vacation and paid time off upon verification of accounting by the District accountant."

Manager Twele moved, seconded by Manager Peterson, to approve the minutes with the noted corrections. Upon a vote, the motion carried.

## Correspondence

None.

### **Citizens Advisory Committee/Education & Outreach Report**

The Chair called for the report of the Citizens Advisory Committee.

#### **A. Clean Water Grant Application**

Acting Administrator Sniegowski stated that she would like to draft an application for the clean water grant to support the planning grant program the District is starting this year. She stated that the grant could be used to create a subwatershed prioritization system to determine where planning grants would be most effective and staff could then target nonprofits in those areas. She stated that the grants are due August 8<sup>th</sup> and funding is released in April 2017 with a deadline to use the funding by 2019. She stated that she does not have specific budget numbers but would like authorization from the Board to apply for the grant noting that this could then be worked into the 2017 budget.

Chair Kloiber asked for the range in cost-share the District would need to supply.

Acting Administrator Sniegowski stated that the match is 25% and the yearly District match would likely be around \$10,000 per year. She would work with Barr to determine the best range to apply for. She confirmed that BWSR is the grant awarding agency.

Chair Kloiber asked how much staff time would be needed to draft the application.

Acting Administrator Sniegowski stated that some time would be needed but was unsure, noting that Barr Engineering has stated that they would assist in completion of the application. She stated that she would hope to have information to bring back to the Board in terms of budgeting at the August 3<sup>rd</sup> special meeting.

It was the consensus of the Board to authorize staff to submit the clean water grant application.

#### **B. Edina – Braemar Golf Course Signs**

Acting Administrator Sniegowski stated that information was included in the Board packet regarding Braemar Golf Course from the City of Edina. She noted that Edina went above and beyond permit requirements and are requesting a cost-share for signage that will be installed. She stated that this would not be funded through the cost-share program and would instead come from the education and outreach budget if approved. She stated that Edina is requesting a total of \$4,581.30 and noted that she thinks that this is a good idea and would provide educational value however she did not think the mow encroachment signs would be worthwhile as those would not provide educational value. She stated that if the mow encroachment signs were removed the total would then be \$3,055.10 and noted that she would support that request.

Manager Segreto noted that some wording should be changed, such as “legacy oaks” as if this is intended to be educational, it should include the actual name. She stated that this many signs seemed like sign cluttering.

Chair Kloiber noted that this is a large site and did not think the signs seemed cluttered.

Manager Segreto referenced a sign that she did not believe would be educational.

Manager Peterson stated that she has concern that the District was not involved in the process and perhaps a lower bid could have been found.

Acting Administrator Sniegowski noted that the native plant signs are similar to the mower encroachment signs and could possibly be removed as well.

Chair Kloiber stated that it seems to be a fine idea with the exception of the items that were identified to have minimal educational value, as this is a site that would provide educational benefit and would have a minimal cost.

Acting Administrator Sniegowski stated that the signs are going into production and therefore there would not be opportunity to edit text. She stated that the District can either choose not to cost-share the signs or can choose to cost-share fund specific signs.

Chair Kloiber stated that with removing those signs the total would be under \$2,300 and he thought it would be worthwhile to have some presence and educational signage. He noted that this request did not allow a lot of time for input.

Manager Segreto stated that she would be inclined not to cost-share the signs.

Manager Lynch stated that she agrees with Chair Kloiber that this is not much money to be included on the signage. She noted that perhaps the signs are not exactly what the Board would want but this is recognition.

Manager Peterson stated that she would agree with Manager Segreto and would not be in favor of the funding.

Manager Twele stated that she agreed with Manager Lynch and Chair Kloiber to cost-share a small amount of the signage.

Manager Lynch moved, seconded by Manager Twele to approve funding in the amount of \$1,700 for the Braemar Golf Course signage. Upon a vote, the motion carried.

### **C. Master Water Stewards Update**

Acting Administrator Sniegowski stated that the first cohort finished their classes and are working on their capstone projects. She noted that staff is now recruiting for the second cohort which will begin in October.

## **Hearing and Discussion of Matters of General Public Interest**

There were none.

### **Engineer's Report**

#### **A. Normandale Lake Water Quality Improvement Project: Status Report**

Engineer Obermeyer reported that on July 14<sup>th</sup> he and other staff members met with representatives from the Core of Engineers and had a very productive meeting. He stated that the CORE was receptive to some modifications to the existing plant diversity within the lake. He stated that they were open to some opportunities but were not open to chemical treatment or harvesting outside of the limits specified in the permit. He stated that a detailed survey was done about two weeks ago and another survey would be completed in mid-August to supplement the information the District has. He stated that staff will meet with the City of Bloomington to discuss a possible drawdown and an educational program which will be helpful to educate residents on what the lake actually is. He stated that Normandale is not a 35-foot-deep waterskiing lake and is instead a five to six-foot-deep wetland. He stated that it was a productive meeting and there was direction to continue with a work plan with possibilities to improve the ecological characteristics of the lake. He provided additional information on the low flow pipe that is currently in place and could be used for a drawdown, noting that it would be a slow process. He stated that there was talk about the flow coming into the lake but he noted that they would need to direct that north of 84<sup>th</sup> Street. He stated that staff has not yet researched all possibilities.

Manager Lynch asked if alum could be used.

Engineer Obermeyer stated that the Core did not have a lot to say about that. He stated that alum provides a mechanism for getting the phosphorus out of the water and noted that would only make the weed problem worse than it is now. He stated that the Core did not say yes or no to alum. He stated that based on the discussions staff will develop a work plan. He noted that the City of Bloomington intends to hold some workshops, inviting residents in to be a part of the process.

Manager Peterson asked if the education process would be expanded upstream.

Engineer Obermeyer stated that there was discussion of that noting that the Core did approve the Edina Streambank Project permit.

Mike Berndt of Bloomington referenced the 2005 report which suggested that adjusting the upstream sources would not make a difference and that the treatment plant was needed upstream of the lake. He stated that he spoke with Administrator Bigalke in June and asked if the data has been updated.

Engineer Obermeyer noted that is in process at this time through sampling and explained that information will then be used with the data from the 2005 UAA. He estimated that something would be known by the end of the year and noted that staff would keep providing the Board with updates.

**Consent Agenda**

- A. Permit #2016-89: Camp Eden Wood Respite Cabin – 6350 Indian Chief Road; Grading and land alteration permit: Eden Prairie**
- B. Permit #2016-90: Bank of America & Merrill Lynch – 6868 France Avenue; Grading and land alteration permit: Edina**
- C. Permit #2016-91: 4900 West 77<sup>th</sup> Street Improvements; Grading and land alteration permit: Edina**
- D. Permit #2016-92: Edina Retail – 3901 West 70<sup>th</sup> Street; Grading and land alteration permit: Edina**
- E. Permit #2016-93: Gateway Pointe – S.E. Quadrant of West 66<sup>th</sup> Street and York Avenue; Grading and land alteration permit: Edina**
- F. Permit #2016-97: Cahill Storage – 7625 Cahill Road; Grading and land alteration permit: Edina**
- G. Permit #2016-98: Pool Construction – 10315 Thomas Avenue; Grading and land alteration permit: Bloomington**
- H. Permit #2015-108: Extension Request, Norman Pointe Residential**

Manager Segreto moved, seconded by Manager Lynch, to approve the Consent Agenda. Upon a vote, the motion carried.

**Hearing of Permit Applications**

- A. Permit #2016-21: Tennis Court Construction – Creek Valley Elementary School – 6401 Gleason Road; Grading and land alteration permit and WCA Permit Application and Wetland Replacement Plan; Tennis Court Construction: Edina**

Engineer Obermeyer stated that this project has been on the agenda for about six months. He stated that the TEP has reviewed the wetland replacement plan and recommends approval. He noted that approval of the wetland replacement plan would be the first action while the second would deal with the grading and land alteration permit. He provided additional information on the permit request and proposed plans. He recommended approval of the wetland replacement plan and permit subject to submission of a maintenance declaration for the underground facility.

Chair Kloiber stated that he views this as a win in that someone caught that wetland and that it was suggested to replace the wetland onsite.

Manager Twele asked how deep the underground infiltration can go under the tennis court.

Engineer Obermeyer commented that the infiltration is typically four to five feet underground and noted that the groundwater in this location is at 14.5 feet.

Manager Lynch moved, seconded by Manager Segreto, to accept the notice of decision for the WCA permit application and wetland replacement plan and approve the permit. Upon a vote, the motion carried.

**B. Permit #2016-82: Walser Toyota Reconstruction – 4401 American Boulevard; Grading and land alteration permit: Bloomington**

Engineer Obermeyer recommended that this item be continued as the permit application is incomplete. He noted that wetland boundary determinations have not been submit and he has questions regarding the general philosophy regarding volume reduction.

Attorney Smith asked where this is on the 60-day timetable for review.

Engineer Obermeyer stated that at the last meeting the item was determined to be incomplete. He stated that the application was filed towards the end of May but staff replied to the applicant that the application was not complete therefore the 60-day review timetable has not begun.

Manager Peterson moved, seconded by Manager Twele, to continue the permit. Upon a vote, the motion carried.

**C. Permit #2016-88: Southwest Light Rail Transit; Grading and land alteration permit: Eden Prairie, Hopkins, Minnetonka**

Engineer Obermeyer recommended that this application be continued as it is incomplete and has not received the necessary environmental approvals. He noted that the Metropolitan Council acknowledges that this is not yet complete.

Manager Segreto moved, seconded by Manager Lynch, to continue the permit. Upon a vote, the motion carried.

**D. Permit #2016-94: Galleria East End Expansion – West 69<sup>th</sup> Street and York Avenue; Grading and land alteration permit: Edina**

Engineer Obermeyer explained the permit and proposed plans. He recommended approval of the permit subject to general conditions including surety in the amount of \$24,400 and submission of a maintenance declaration for the underground water management facilities.

Manager Peterson moved, seconded by Manager Twele, to approve the permit. Upon a vote, the motion carried.

**E. Permit #2016-95: Concierge Apartments – 7620 Penn Avenue; Grading and**

**land alteration permit: Richfield**

Engineer Obermeyer explained the permit and proposed plans. He recommended approval of the permit subject to general conditions including surety in the amount of \$32,800 and submission of a maintenance declaration.

Manager Lynch moved, seconded by Manager Segreto, to approve the permit. Upon a vote, the motion carried.

**F. Permit #2016-96: Edina Schools Transportation Facility – 7600 Metro Boulevard; Grading and land alteration permit: Edina**

Engineer Obermeyer noted that this application is incomplete and noted that staff has alerted the applicant to the necessary information. He recommended that this item be continued.

Manager Peterson moved, seconded by Manager Twele, to continue the permit. Upon a vote, the motion carried.

**G. Permit #2016-99: Lincoln Drive Residential – 5901 Lincoln Drive; Grading and land alteration permit: Edina**

Engineer Obermeyer explained the permit and proposed plans. He stated that this item has not yet received the necessary City approvals and therefore recommended that this item be continued.

Manager Segreto moved, seconded by Manager Lynch, to continue the permit. Upon a vote, the motion carried.

**H. Permit #2016-100: Williston Woods West – Williston Road and Excelsior Boulevard; Grading and land alteration permit: Minnetonka**

Engineer Obermeyer requested that this item be continued and noted that the applicant has been notified of the necessary information for review.

Manager Twele moved, seconded by Manager Peterson, to continue the permit. Upon a vote, the motion carried.

**I. Braemar Golf Course WCA Permit Application – Second 60-Day Extension: Edina**

Engineer Obermeyer provided details noting that staff is still working with the applicant. He noted that one 60-day extension has already been granted and Edina has submitted correspondence agreeing to another 60-day extension.

Manager Lynch moved, seconded by Manager Peterson, to approve a second 60-day extension for the WCA permit. Upon a vote, the motion carried.



## **Treasurer's Report**

The Treasurer submitted the report. Manager Twele provided some clarification on items included in the report.

Acting Administrator Sniegowski provided additional information on the purchase of computers which came in at the purchase price authorized by the Board with the addition of taxes and warranties the total came to \$5,427.54, which exceeded the previously authorized amount by the Board.

Manager Segreto moved, seconded by Manager Lynch, to approve the increased cost for computers from Microcenter with a total up to \$5,427.54. Upon a vote, the motion carried.

Manager Twele moved, seconded by Manager Lynch, to approve the Treasurer's Report and pay the bills. Upon a vote, the motion carried.

## **Unfinished Business**

### **A. Discovery Point Entrance Sign**

Acting Administrator Sniegowski stated that she is working with Matt Kumka from Barr and once the final details are provided the sign will go into production. She stated she has already received the final invoice from the sign company, noting that she will not pay the invoice until the sign is actually received.

### **B. Watershed Management Plan Update**

Acting Administrator Sniegowski stated that Janna Kieffer provided an update in the Board packet which includes additional information on two sections the Board has not yet seen. She asked that the Board review the information. She asked if the Board would like to keep the September 1<sup>st</sup> water planning meeting on the schedule to further review and discuss the information.

Chair Kloiber stated that there are enough meetings in August where the Board could change that date if needed and therefore suggested keeping the September 1<sup>st</sup> meeting as scheduled.

#### **i. Minor Water Management Plan Amendment**

Acting Administrator Sniegowski stated that as discussed at the July 7<sup>th</sup> Board meeting the legal team has drafted language to amend the current water management plan to review the local water management plans of member cities under the new 8410 Rule. She stated that the draft language was included in the Board packet for review and, if comfortable, the action would be to authorize her to issue the amendment for review in accordance with 8410. She noted that

would begin the review period by the necessary agencies and would come back to the Board at the September meeting.

Attorney Smith stated that one response the District may receive is that a city could feel that they were losing the benefit of 8410. He noted that the member cities could take on a regulatory roll within the ten-year time frame.

Manager Lynch, moved, seconded by Manager Segreto, to authorize Acting Administrator Sniegowski to issue the amendment for review in accordance with 8410. Upon a vote, the motion carried.

**C. Office Networking Update**

Acting Administrator Sniegowski stated that legal counsel is working with the networking legal team to draft a contract and then the office networking could begin.

**D. Watershed District Apparel**

Acting Administrator Sniegowski stated that with the transition planning she was not able to get as far as she anticipated and therefore would continue to research options to bring back to the Board for review.

**E. Office Equipment Purchased**

**i. Conference Room Chairs**

Acting Administrator Sniegowski stated that a proposal from Commercial Furniture Services was included in the Board packet. She noted that originally the District was going to purchase 50 chairs but only purchased 30. She recommended purchasing the additional 20 chairs, which have the same price they did two years ago under the government contract, as the District is running low on chairs for events.

Manager Twele agreed that the chairs are necessary as there have been some standing room only events.

Manager Lynch moved, seconded by Manager Segreto, to authorize the purchase of 20 chairs at a cost not to exceed \$5,000. Upon a vote, the motion carried.

**ii. Copier**

Acting Administrator Sniegowski stated that at the previous meeting it was noted that the copier broke and staff would research options. She noted that the District could receive a credit of \$1,000 for the buyback of the current copier which would provide a purchase price of \$3,000 and would upgrade the model of copier to two models newer.

Manager Lynch asked if a service contract would be purchased.

Acting Administrator Sniegowski stated that the District has not chosen the service contract in the past.

Chair Kloiber stated that in his recollection the service contract was much more expensive than paying for repairs as you go.

Manager Lynch moved, seconded by Manager Twele, to authorize the purchase of a copier at a cost not to exceed \$3,000 plus any associated taxes. Upon a vote, the motion carried.

### **iii. Computers**

Acting Administrator Sniegowski stated that the motion was already made regarding the computer pricing and no further action is necessary.

### **iv. Patio Furniture**

Acting Administrator Sniegowski stated that staff has been trying to finish some of the tasks that were on the list, noting that purchasing a patio set for the back had been on that list. She stated that she would ask for authorization to purchase the patio set with a cost not to exceed \$1,000.

Manager Lynch noted that this is a good time to purchase a patio set as they will be going on sale.

Manager Lynch moved, seconded by Manager Peterson, to authorize the purchase of a patio set with a cost not to exceed \$1,000. Upon a vote, the motion carried.

## **F. WCA Permit Withdrawal Edina Streambank Project**

Engineer Obermeyer stated that a brief summary is provided in the Engineer's Report. He noted that the intent has been that once the easements are in place staff will come to the Board with the full packet and the WCA Permit application. He noted that the WCA Permit has been complete for some time but would recommend that the Board formally withdraw the WCA Permit application until a full package can be presented.

Attorney Smith stated that at one point the Board believed that the project would go forward on the public portions of the project and then it had been decided that the project would not go forward until the private easements are obtained as well. He noted that once the new administrator is in place this can be discussed further. He summarized that the project is being deferred rather than taking a two phase approach.

Chair Kloiber stated that the decision has already been made to defer the project but this is just a housekeeping action in withdrawing the application.

Manager Twele moved, seconded by Manager Peterson, to withdraw the WCA Permit application for the Edina Streambank Project. Upon a vote, the motion carried.

## **New Business**

### **A. Staff Annual Review – Gael Zembal**

Acting Administrator Sniegowski stated that Gael was unable to attend and has not requested for her review to be open session this would have to be done under closed session.

Attorney Smith stated that a meeting can be closed to review the performance of an employee.

Manager Lynch moved, seconded by Manager Segreto, to adjourn the meeting to closed session for an employee review. Upon a vote, the motion carried.

The meeting returned to open session.

### **B. 2017 Calendar Proposal**

Acting Administrator Sniegowski stated that this is a calendar production year and she asked the company to submit a proposal, which is \$2,500 and is the same price they quoted two years ago. She noted that the printing would be done by a third party printing company and estimated that cost to be near \$6,000.

Manager Lynch moved, seconded by Manager Segreto, to approve the calendar design proposal with a cost not to exceed \$2,500. Upon a vote, the motion carried.

### **C. Boundary Adjustment/Change**

- i. Riley Purgatory Bluff Creek Watershed District**
- ii. City of Edina/Minnehaha Creek Watershed District**

Acting Administrator Sniegowski provided information on requests regarding boundaries from Riley Purgatory Bluff Creek Watershed District and the City of Edina/Minnehaha Creek Watershed District. She stated that Riley would be submitting updated drainage maps to Barr Engineering to review, noting that those decisions could impact the boundaries. She noted that as part of the water management plan update Barr Engineering could look at all the boundaries.

Engineer Obermeyer stated that the boundaries have not been reviewed since the 1980s. He stated that there have been changes and platting since that time and therefore a review could be done. He noted that there would not be big changes needed but perhaps little changes that would go down the center of a street.

The Board provided the necessary direction to staff to review the boundaries and the requests received from Riley Purgatory Bluff Creek Watershed District and City of Edina/Minnehaha Creek.

### **Engineer's Report (Continued)**

- A. Bush Lake Outlet Project: Status Report**
- B. Eden Prairie Lakes Water Quality Improvement Project: Status Report**
- C. Edina Streambank Stabilization Project: Status Report**
- D. Southeast Anderson Lake Water Quality Improvement Project: Status Report**
- E. Normandale Lake Water Quality Improvement Project: Status Report**
- F. Atlas 14: Status Report**
- G. Lower Valley – Bloomington: Status Report**
- H. Status of Construction Projects**

Engineer Obermeyer updated the Board on the above listed projects and the recent storm activity. He stated that in May he was directed to work with the cities and possibly the private developers to deal with the overall water management at Pentagon Park. He stated that staff met with City staff from Edina on July 6<sup>th</sup> and was able to get a better idea of what is proposed along 77<sup>th</sup> Street. He noted that the next step would be to meet with the City of Bloomington. He noted that a coordinated effort would be needed to handle this flooding problem, not only between the District and municipalities but also the State and MnDOT.

It was the consensus of the Board to direct staff to prepare a scope of work for the Pentagon Park area.

Engineer Obermeyer referenced the Edina Comprehensive Water Management Plan and provided a full disclosure that Edina has asked Barr Engineering to assist with their water modeling. He stated that the work would be limited to the modeling itself. He noted that Barr Engineering is also being contacted by other member cities in the District, noting that does make sense because Barr Engineering already holds the necessary information.

### **Attorney's Report**

Attorney Smith stated that the Board authorized participation in a snow and ice modeling and reported that Acting Administrator Sniegowski attended the first meeting.

Chair Kloiber asked if there has been a response to the administrator job posting.

Attorney Smith stated that there are two applicants to date.

Chair Kloiber advised of another posting site that perhaps would gain more traction.

Acting Administrator Sniegowski stated that she did speak with another Administrator and that posting had not gone out to the other administrators. She noted that she would follow up to ensure that the posting is pushed out to the other administrators.

Chair Kloiber stated that he also spoke with a representative from BWSR that was going to see if perhaps an email could be sent out from BWSR.

Acting Administrator Sniegowski agreed that it would be helpful if the posting is sent out to the other administrators.

Manager Segreto stated that the posting could always be reposted and the time period could be extended if necessary.

Chair Kloiber agreed but stated that he would prefer to be proactive and stay on top of it to get someone in place sooner rather than later.

The Board discussed other options for advertising the position.

Chair Kloiber stated that perhaps the Board should authorize an amount that could be spent on advertising if necessary.

Manager Segreto moved, seconded by Manager Twele, to authorize up to \$1,000 to post the administrator position in additional places. Upon a vote, the motion carried.

### **Administrator's Report**

#### **A. Cell Phone Reimbursement Request**

Acting Administrator Sniegowski stated that she will continue to follow up on replacement of the air conditioning unit in the meeting room which is currently not functioning properly. She reviewed her schedule for the upcoming weeks, including a vacation she had scheduled prior to Administrator Bigalke's departure. She stated that she has been using her cell phone a lot more for work. She stated that Administrator Bigalke had been receiving a credit of \$50 per month for use of his personal cell phone for work. She noted that she would only request a reimbursement of \$25 per month. She noted that some Districts purchase work cell phones for their employees, but noted that she would not prefer to carry two cell phones.

Chair Kloiber stated that potentially that could open up her personal data if she is using her cell phone for work purposes.

Acting Administrator Sniegowski stated that perhaps this discussion should be delayed until the next month as it could need further discussion.

Attorney Smith stated that the data policy exists whether or not there is a reimbursement policy. He noted that the question would be whether there is a strict separation of work phone and personal phone use.

Chair Kloiber stated that he would not be opposed to a reimbursement approach but noted that perhaps a policy would need to be in place. He stated that he would prefer to delay this discussion to the next meeting.

**Managers' Report**

The Chair called for reports.

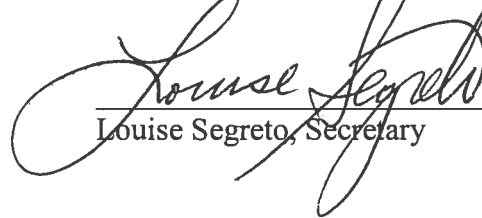
**Task Summary Report & Manager's Calendar**

The Managers reviewed and updated the task report.

**Adjournment**

It was moved by Manager Lynch, seconded by Manager Segreto, to adjourn the meeting at 9:33 p.m. Upon a vote, the motion carried.

Respectfully submitted,



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Louise Segreto, Secretary

ATTACHMENTS:  
Treasurer's Report

