

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

THURSDAY, APRIL 6, 2017

Call to Order

Chair Kloiber called the meeting of the Board of Managers of the Nine Mile Creek Watershed District to order at 5:33 p.m., Thursday, April 6, 2017, at the Nine Mile Creek Watershed District Office, 12800 Gerard Drive, Eden Prairie, MN 55346.

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

Managers Absent:

Advisors Present: Randy Anhorn and Erica Sniegowski

Agenda

Manager Peterson noted that the reviews were completed for Administrator Anhorn and there may need to be a few minutes to discuss that.

Administrator Anhorn noted that would be placed on the agenda for the April 19, 2017 regular meeting. He stated that the compilation could be discussed then.

Chair Kloiber noted that a few minutes could be added to the meeting tonight to discuss the process and then the review could be considered at the regular Board meeting.

Education and Outreach Program Manager Sniegowski stated that an additional action is needed for the first agenda item, as authorization to expend funds would be also needed.

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

Authorizing the Administrator to Execute the Master Water Steward Agreement with Freshwater Society and Authorization to Expend Funds

Education and Outreach Program Manager Sniegowski stated that the District does have a Master Water Steward cohort and the contract would need to be executed. He noted that an additional motion to expend funds would be necessary. She noted that \$38,000 has been budgeted for the program but a motion from the Board would be needed. She provided additional information on the other two watershed districts that are involved in the cohort in

order to share resources. She noted that there are other watersheds that participate in the program outside the District's cohort. She provided additional details on the program.

Manager Sheely moved, seconded by Manager Lynch, to authorize the Administrator to execute the Master Water Steward Agreement with Freshwater Society and to authorize the expenditure of funds, not to exceed \$38,000 for the program. Upon a vote, the motion carried.

Draft Employee Policy Manual

Administrator Anhorn stated that the draft employee policy manual was briefly presented at the regular Board meeting in January. He stated that the intent is to put some more structure into the employee policies, which will help the District as it moves forward and if additional staff is added in the future. He stated that certain items were highlighted in the memorandum on which staff would like Board direction. He stated that the intent is to have general discussion and make changes and noting that once completed he would bring the updated draft back before the board for another review. He stated that the ultimate goal would be that following the next review the board would direct staff to have legal counsel develop a resolution of adoption. He noted that there is some inconsistency in the policy as models have been borrowed from multiple sources. He reviewed the draft policy manual and obtained input on certain elements.

The Board and staff discussed the roles of the Board and staff in regard to human resources matters.

Administrator Anhorn continued to review the draft policy manual and obtain input on certain elements. He noted that he would attempt to make the changes as discussed at the meeting. He accepted additional grammatical suggestions from the Managers.

Nine Mile Creek Watershed District Rule Revision

- A. Process and Schedule**
- B. Areas of Consideration**

Administrator Anhorn explained the previous route that the rule revision followed, which did not include a lot of Manager involvement. He reviewed the current workload of permits, noting that his suggestion would be to handle the single-family home permits on an administrative level.

The Board further discussed what may be the best option in order to limit the amount of staff time and consulting funds spent on minimal projects, which would allow the District to better focus on larger projects that have a bigger impact on the watershed.

Administrator Anhorn reviewed a preliminary schedule for the rule revision process drafted by legal counsel based on the process that occurred during the previous rule revision.

The Board discussed other opportunities that could possibly be reviewed administratively rather than requiring Board action, such as variances due to contamination.

Staff Review Process

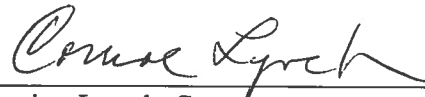
Manager Peterson stated that everyone has submitted their performance reviews and the comments were positive. She noted that the next discussion would be whether there should be a salary adjustment. She noted that the Board could make that discussion or the Personnel Committee could meet to make a recommendation.

The Board further discussed the option and the schedule for performance reviews following this six month performance review. It was the consensus of the Board that a salary adjustment would be recommended, based on a wage scale table and then future performance reviews of the Administrator would move to an annual basis.

Adjournment

It was moved by Manager Twele, seconded by Manager Sheely, to adjourn the meeting at 7:35 p.m. Upon a vote, the motion carried.

Respectfully submitted,



Corrine Lynch, Secretary

