



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, January 15, 2025

### Agenda Item

#### Item 7. B. Administrative Services Update

#### Prepared By

Linda Loomis, Administrator

#### Summary

At the December 11, 2024, Board of Managers meeting, the Board authorized to Personnel Committee to proceed with the search for a new Administrator to replace the current Administrator, Linda Loomis, who is planning to retire in 2025.

An advertisement for the position has been posted on the LMRWD website and Facebook page, as well as on a newly created LinkedIn page.

The deadline to receive applications is January 30<sup>th</sup>.

On January 9th, the Personnel Committee met to organize a Q&A Session for those interested in applying for the position. The session has been scheduled for 7:00 PM on Tuesday, January 21, 2025. It will be held virtually, allowing participants to remain anonymous. Interested parties are asked to register with the current Administrator. A notice of the Q&A Session has also been posted on the LMRWD website, Facebook page, and LinkedIn.

President Barisonzi drafted a set of 'Frequently Asked Questions' for the Q&A Session, which was shared with the Board. The Citizen Advisory Committee will also be invited to participate in the Q&A and the selection process.

The Committee also deliberated on the criteria to evaluate applicants. The Personnel Committee will meet at 7:00 PM on Monday, February 3, 2025, to review the applications received and determine which applicants will be invited for interviews. Interviews will be conducted in person, starting at 7:00 PM on Thursday, February 6, 2025, and continuing at 7:00 PM on Friday, February 7, 2025, if necessary. The interviews will be held at the Chaska Community Center.

Young Environmental Consulting Group has raised concerns for the Board's consideration. Manager Kuplic has requested that the Board discuss the letter received from Young Environmental, since it was not addressed by the Personnel Committee.

**Item 7. B. Administrative Services Update**

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**Attachments**

Letter from Young Environmental Consulting Group, LLC, Dated January 2, 2025, Re: District Administrator Position Information Request

**Recommended Action**

No action recommended



Young Environmental  
Consulting Group, LLC

January 2, 2025

Linda Loomis, Administrator  
Lower Minnesota River Watershed District (LMRWD)  
[naiadconsulting@gmail.com](mailto:naiadconsulting@gmail.com)

Personnel Committee  
LMRWD  
[Personnel@LowerMNRiverWD.org](mailto:Personnel@LowerMNRiverWD.org)

**Re: District Administrator Job Position Information Request**

Dear Lower Minnesota River Watershed District Personnel Committee:

We understand that the LMRWD is actively recruiting an Administrator to lead watershed management efforts. This role is critical not only for day-to-day operations and project and program management, but also integral to strategic initiatives such as the Watershed Management Plan update, legislative agenda, and relationships with a wide variety of partners. After reviewing the request, we've noted that the Personnel Committee has structured recruitment efforts to consider qualified individuals as well as independent contractors, firm principals, and firms/consulting groups.

As the LMRWD Technical Consultant/District Engineer and Education and Outreach consultant, Young Environmental is committed to supporting the LMRWD in this recruitment initiative. Our team has been appointed to serve in this position for a two-year period, contracted through July 31, 2026, and we understand the critical need to have an excellent working relationship with the District Administrator. This working partnership is critical to making the Board of Managers' vision a reality and driving key actions that protect water and natural resources. To serve the LMRWD during this transition, we would like to submit the following questions for your consideration. Your response will help us understand how we can best continue to serve you and how our position will be structured in relation to the new Administrator role.

Please consider providing a response to the following questions. Your replies will help us best serve the LMRWD:

1. Will there be any organizational checkpoints placed between the Administrator, the consultant team<sup>1</sup>, and the engineering consulting pool?
  - o For example, if a consulting firm is selected to serve as the Administrator, will they be ineligible to serve as part of the engineering pool or as Technical Consultant/District Engineer?
  - o Are there examples you can provide about what these checkpoints will be?
2. As the LMRWD Technical Consultant/District Engineer, is Young Environmental restricted from applying for the Administrator position? If permitted to apply, what benefits and challenges would need to be considered as part of this appointment?
3. What expectations do you have from the Young Environmental team to ensure the District Administrator recruitment process is successful? How can we support you during this transition?

We welcome your response in whatever format is easiest, whether that be a written reply or an in-person meeting. If you would like us to schedule a time to meet, please contact me at [della@youngecg.com](mailto:della@youngecg.com) or (651) 249-6974. Thank you for the opportunity to serve the LMRWD. We remain fervently committed to the organization's success and are striving to adapt to your needs and expectations as they evolve.

Sincerely,

Della Nyondi Shall Young, PMP, CDESC, CTF  
Chief Executive Officer  
Young Environmental Consulting Group, LLC

<sup>1</sup> The job summary notes the consultant team will include District Engineer, Counsel, and Lobby Firm. Additional vendors include Accounting, Auditor, and Dredge Site Operations. Additional staff include the Education and Outreach Coordinator, staffed by Young Environmental.