

**Lower Minnesota River Watershed District
Board of Manager's Personnel Committee
7:00 p.m., Wednesday, March 19, 2025
County Board Room – Carver County Government Center
602 East 4th Street, Chaska, MN 55318
Approved _____, 2025**

In attendance: In-person: President Joseph Barisonzi; Manager Lauren Salvato; Manager Janet Williams; Lee Peterson, LMRWD Citizen Advisory Committee; Linda Loomis, LMRWD Administrator; and Della Schall Young, Young Environmental Consulting Group, LLC, LMRWD Technical Consultant. Manager Theresa Kuplic and Apollo Lammers, former LMRWD Manager; attended virtually. Manager Kuplic was located at a remote location open to the public and noticed on the LMRWD meeting webpage.

PURPOSE: The purpose of the meeting will be to discuss next steps finding a successor for the District Administrator position.

Agenda:

- 1. Introductions**
- 2. Approval of March 19, 2025, Personnel Committee meeting agenda**

The Agenda was approved

- 3. Approve Personnel Committee meeting minutes**

- Wednesday, February 12, 2025

Made a motion to approve the personnel committee meeting minutes from Wednesday, February 12, 2025

- 4. Watershed Administrator Applications**

The LMRWD received three applications for the District Administrator position: two new ones from Will Lytle and Eric Hanson, and one previously submitted by Victoria Ranua. The Committee discussed inviting all three applicants for interviews. They requested Eric Hanson to submit a proposal comparable to Will Lytle's, as he had only provided a letter of interest.

The Committee decided to request additional information from each candidate by March 26th. They also asked Eric to submit a full proposal comparable to the others received.

Interviews are scheduled for April 9th, starting at 6:00 PM. Each interview will last 45 minutes, with a half-hour interval between them. The Committee has invited Della Schall Young to attend the interviews.

Pre-interview questions will be provided to the applicants, with responses due by April 2nd.

The Board discussed alternatives in case none of the current applicants meet the LMRWD criteria. The Committee decided that if they are not comfortable with any of the applicants, they will recommend to the Board that an executive search firm be retained.

5. Financial Updates related to CY 2025

President Barisonzi informed the Committee that no finance committee meeting was held. He said he was hoping that this meeting could be considered a combined meeting. He does not have a good sense of how much money is available to do fund a search process. Administrator Loomis said that this process was not funded in the budget, but that there is funding for Spring Creek that will not be needed and could be re-allocated to funding an executive search.

The Committee then discussed how to frame the reimbursement for administrative services. President Barisonzi wants to have an outcome scope and tie reimbursement to outcome. He wants to have a deliverable project. Ms. Schall Young then pointed out that deliverables can be so prescriptive that the Administrator doesn't have the flexibility to perform the work necessary for the best interest of the LMRWD.

The discussion then evolved to talk about the scope of the work. Ms. Schall Young said that the applicants should be asked if they understand the work of the watershed and how would they scope the work they intend to perform. There was discussion about moving away from a hourly reimbursement to more monthly fee for services.

6. Board Member Memorandum

No discussion of this item

7. Open Floor Discussion

No discussion of this item

8. Recap Next Steps

- *Candidates will be contacted and invited to submit additional information. Eric will be asked to submit a proposal.*
- *Notice will be posted that anyone interested in submitting an application has until March 26 to submit the application.*
- *Applicants will be provided pre-interviews questions that will be due April 2, 2025.*
- *Applicants will be invited to interviews on April 9th.*

9. Future Meeting Schedule

- Interviews of applicants is scheduled for April 9, 2025
- Next meeting personnel committee is scheduled for May 14, 2025, the committee will likely schedule a special meeting at the April 9, 2025 meeting.

The meeting adjourned at 6:48 PM.