



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, February 19, 2025

Agenda Item

Item 7. A. – Administrative Services Succession Update

Prepared By

Linda Loomis, Administrator

Summary

The LMRWD set a deadline of January 30, 2025, to receive applications for a successor to the current Administrator, who plans to retire sometime in 2025. Two applications were received. The Personnel Committee scheduled a special meeting on Monday, February 3, 2025, to review the applications and determine which applicants to interview. The Committee planned to interview both candidates on Thursday, February 6, 2025. However, on Tuesday, February 4, 2025, one of the candidates withdrew from consideration, leaving only one candidate. The Committee felt it was not in the best interests of the LMRWD to proceed with only one candidate and canceled all interviews.

The Committee met again on its regular meeting date, Wednesday, February 12, 2025, to determine a path forward. They intend to recommend to the Board that the position be advertised again and, rather than setting a deadline for applications, the position will remain open until it is filled. Young Environmental Consulting Group was asked to estimate the cost to assist with the transition to a new Administrator and possibly serve as an interim Administrator. A memorandum from Young Environmental Consulting Group LLC. That outlines a plan to assist with the transition is attached.

The Committee will provide additional information at the meeting. The remaining candidate has requested that her application remain under consideration. She is seeking a position as an employee rather than as an independent contractor.

Attachments

Proposal for Administrative Assistance from Young Environmental Consulting Group, LLC dated February 14, 2025

Recommended Action

Provide direction to staff



February 14, 2025

Linda Loomis, Administrator
Lower Minnesota River Watershed District
Email: naiadconsulting@gmail.com

Re: Proposal for Administrative Assistance

Dear Administrator Loomis:

Young Environmental appreciates the opportunity to present this proposal to the Lower Minnesota Review Watershed District (LMRWD) for administrative and documentation support over the next three months (March, April, and May). We have designed this proposal to assist in preparing for the retirement of your esteemed administrator, Linda Loomis, and her successor's onboarding. Below is the proposed scope of work, including deliverables, assumptions, and a fee estimate.

Administrative Assistance: Young Environmental will provide logistical and documentation support for finance, personnel, and board meetings held monthly on the first, second, and third Wednesdays, respectively. The primary task, as the LMRWD Administrator requested, is to assist with meeting minutes. We can also provide additional services, as outlined below.

Requested task:

Develop official minutes for the Board, Personnel Committee, and Finance Committee meetings, documenting discussions and actions taken. This assumes three meetings per month or 12 meetings. Young Environmental will provide draft minutes of all meetings at the end of each month.

Additional services:

- Host a pre-meeting with the administrator and board chair two weeks before each board meeting to discuss agenda content.
- Reserve or confirm the reservation of meeting locations.
- Support the noticing process and the development of packet materials for the meetings.

Administrative Service Cost Estimate

- Minutes support: Assumes 8 hours per month at a blended rate of \$125 or \$3,000
- Additional tasks: Assumes 6 hours per month at a blended rate of \$125 or \$2,250

Knowledge Transfer Plan Development: Young Environmental aims to document the outgoing administrator's extensive knowledge and experience, encapsulating tasks, projects, responsibilities, and critical processes accumulated over the years.

Tasks provided will include the following:

- Using AI to review 10 administrative reports, identifying recurring duties needing documentation. We will present the findings to the Personnel Committee to prioritize critical areas for process documentation, such as the biannual solicitation of legal services, district engineering, and engineering pool contractors as well as finance and general oversight processes.

- Developing, reviewing, and finalizing up to eight critical document processes as guided by the administrator and Personnel Committee. Young Environmental will provide a final draft for Personnel Committee review. Following the receipt of one comprehensive set of comments, Young Environmental will finalize the document for board consideration.
- Hosting up to six biweekly two-hour meetings to record and refine each process as it is developed.

Knowledge Transfer Cost Estimate:

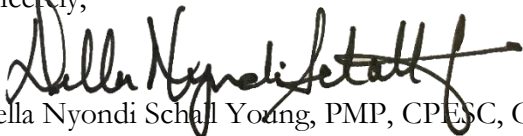
Assumes 16 hours per process documentation at a blended rate of \$150 per hour or \$19,200 for 8 documented processes.

Assumptions

- We will provide all meeting materials to the appropriate groups one week prior to the meeting, including board packets, committee packets, and one-on-one knowledge transfer meetings with the administrator.
- Emails sent by Young Environmental and LMRWD will be responded to within two business days.
- This proposal includes one round of revisions to the initial draft based on feedback from the LMRWD administrator.

We appreciate your partnership and welcome the opportunity to discuss this further. If you would like to schedule a meeting, please contact me at della@youngecg.com or 651-249-6974. Thank you for the opportunity to support the LMRWD. We remain committed to the organization's success and will continue to adapt to your needs and expectations.

Sincerely,



Della Nyondi Schall Young, PMP, CPESC, CTF
Chief Executive Officer
Young Environmental Consulting Group, LLC