

**Lower Minnesota River Watershed District
Board of Manager's Personnel Committee
7:00 p.m., Wednesday, February 12, 2025
Red Maple Room – Chaska Community Center
1661 Park Ridge Drive, Chaska, MN
Approved _____, 2025**

In attendance: In-person: Manager Apollo Lammers; Manager Lauren Salvato; Linda Loomis, LMRWD Administrator; Paul Moline, Carver County; Victoria Ranua; LMRWD resident and applicant for District Administrator position. Virtual attendance: President Joseph Barisonzi; Manager Theresa Kuplic; and Della Young, Young Environmental Consulting Group, LLC, LMRWD Technical Consultant.

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

Agenda:

1. Approve meeting agenda

The Agenda was approved

2. Approve Personnel Committee meeting minutes

- Monday, February 3, 2025

Meeting minutes from the February 3, 2025 Special Personnel Committee Meeting were not available for approval.

3. Discuss options to bring to the Board of Managers to fill the position of District Administrator

The Committee was informed that one of the two applicants withdrew his applications before interviews were scheduled. Interviews were therefore cancelled.

The committee then discussed the following:

- *Consider options for filling an open position and discuss whether to hire an employee or use an independent contractor.*
- *Identify actual cost between the two options.*
- *How long is the current administrator willing to stay on.*
- *Look to Young Environmental Consulting Group, LLC to take on some administrative responsibilities.*
- *Oversight by current Administrator will still be necessary.*
- *Consider other options such as contracting a firm or other non-governmental entity to succeed as Administrator.*
- *Consideration of proactive outbound recruitment through a recruiting firm to find suitable candidates.*
- *Repost position and note that it will remain open until filled.*
- *Clarify contract position vs. direct employee before actively recruiting, while keeping the posting open.*

DUE OUTS:

- *Young Environmental will prepare a proposal outlining administrative duties they can take on and provide a quote for the estimated time and cost. The proposal should be reviewed and supported by the current Administrator. The consulting contractor with the current Administrator will require an amendment based on the proposal.*
- *Investigate ramifications of transitioning from an independent contractor to a full-time employee.*
- *Check-in with legal counsel about re-posting the position with in an open until filled context.*
- *President Barisonzi will edit the job posting and supporting documents to reflect the preference for a contractor or firm that has the capacity to support an administrative team.*

The meeting adjourned at 7:43 PM

The next Personnel Committee meeting is scheduled for 7:00 PM, Wednesday March 12, 2025, at a location to be announced.