

MEETING MINUTES

Riley-Purgatory-Bluff Creek Watershed District

March 17, 2022, RPBCWD Board of Managers Special Meeting

PRESENT:

Managers: Jill Crafton, Treasurer
Larry Koch, Vice President
Dorothy Pedersen, Secretary
David Ziegler, President

Staff: Amy Bakkum, Administrative Assistant
Zach Dickhausen, Water Resources Technician II
Liz Forbes, Grant Program Coordinator
Terry Jeffery, Interim District Administrator
Eleanor Mahon, Education and Outreach Coordinator
Mat Nicklay, Natural Resources Technician
Louis Smith, Attorney, Smith Partners
Scott Sobiech, Engineer, Barr Engineering Company

Other Attendees: Mark Casey
Phone # 612-XXX-XX60

Note: the Board workshop and meeting were held remotely via meeting platform Zoom in abidance with the District's procedures in response to state COVID-19 actions, mandates, and guidance.

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1. Call to Order of Special Meeting

2 President Ziegler called to order the Thursday, March 17, 2022, Board of Managers Regular
3 Meeting at 9:00 a.m. The meeting was held remotely via meeting platform Zoom.

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2. Authorize Interim Administrator to Enter into Agreement with PLM Lake and Land Management Corporation for Fluridone Herbicide Treatment on Staring Lake

5 Interim Administrator Jeffery remarked the contract and resolution aren't yet drafted and there
6 isn't urgency to enter the agreement before the Board's April meeting, so staff could add this item
7 to the Board's April regular meeting agenda and have the documents in the meeting packet. He
8 said it is also fine with staff if the Board wants to move forward with ordering this project and
9 authorizing legal counsel to draft those documents.

10 Manager Koch said he doesn't like to approve things before seeing the contract. Manager Koch
 11 moved to table this item until the Board's April 4th meeting and to direct staff to include in the
 12 Board meeting packet the contract and relevant project information, such as the project
 13 presentation and details on where the project is identified in the District's 10-Year Plan, work
 14 plan, and budget. Manager Pedersen seconded the motion.

15 Upon a roll call, the motion carried 4-0 as follows:

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<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ziegler	Aye

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3. Approve District Administrator Position Profile

18 President Ziegler commented that Manager Koch shared some suggested changes to the draft
 19 Resolution 22-36. President Ziegler said he isn't sure if Legal Counsel or the other managers had
 20 seen Manager Koch's suggestions yet. Manager Crafton said she has not.

21 Manager Koch provided suggested additions to the District Administrator position profile and
 22 explained his proposed revisions to the draft resolution. Manger Pedersen remarked on Manager
 23 Koch's proposed changes, noting many she would accept but not the changes that seem to imply
 24 this position has no authority of its own. She provided her feedback on the position description,
 25 including commenting on the photos. Manager Pedersen said she doesn't want to lose track of the
 26 timeline.

27 Manager Crafton agreed that the Board voted to approve the timeline, so the Board should adhere
 28 to it. Manager Koch responded about the importance of the selection of the District
 29 Administrator, meaning it's important for the Board to take the time needed. Manager Koch
 30 recommended tabling this item until a date the Board sets for next week, so everyone can look at
 31 the suggestion changes to the position description and draft resolution 22-36.

32 Manager Koch moved to table this item until March 24th. Mr. Casey said he is looking for
 33 consensus as to what revisions the entire Board wants included in the next draft or does the Board
 34 want all of Manager Koch's revisions included in the next draft. The managers agreed that Mr.
 35 Casey should update the position description to reflect all the comments managers provided and
 36 then send the revision version to the managers. Manager Koch accepted that as a friendly
 37 amendment. The managers agreed to set the meeting continuation for March 24th at 11 a.m.
 38 Manager Koch accepted that as a friendly amendment to his motion. Manager Pedersen seconded
 39 the motion. Upon a roll call vote, the motion carried 4-0 as follows:

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<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ziegler	Aye

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Mr. Casey talked about the impacts to the timeline and asked if the managers want to shorten the recruitment period by a week in order to make the May 4th date or hold a special Board meeting the second week in May to avoid shortening the recruitment period. The Board discussed the two options.

Manager Koch moved to amend the timeline to push all milestones back one week. Manager Pedersen seconded the motion. Upon a roll call vote, the motion carried 4-0 as follows:

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ziegler	Aye

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Manager Pedersen requested Mr. Casey send the managers the updated timeline when it is ready. He said he will do so. Attorney Smith stated the Board’s action indicates the Board will hold a special meeting one week later than the Board’s regular meeting scheduled for May 4th. He noted the Board’s regular meeting time is 7 p.m.

4. Interim Administrator Performance Evaluation

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Manager Koch moved to enter into closed session for the purpose of conducting the performance evaluation of the Interim District Administrator. Manager Pedersen seconded the motion.. Upon a roll call vote, the motion carried 4-0 as follows:

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ziegler	Aye

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The Board moved into closed session at 9:26 a.m.

Manager Pedersen moved to continue the March 17th meeting until 11:00 a.m. on March 24th. Manager Crafton seconded the motion. Upon a roll call vote, the motion carried 3-0 as follows:

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Absent
Pedersen	Aye
Ziegler	Aye

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Respectfully submitted,

Dorothy Pedersen, Secretary