

Minutes for the Special SRWD Board Workshop / Meeting – Thursday, September 18, 2008

President Kral called the meeting to order at 5:37 p.m.

Managers present: Coughlin, Hensley, Kral, Kuseske, Kutter, Raeker, Rettig, Rothstein and Mostad.

Also present: Sharon Klumpp, Springsted Inc; Jim Egan, Sauk River Chain of Lakes Assn.; Starla Arceneau, Interim Administrator

The proposed agenda was reviewed and accepted as presented by the unanimous consent of the members.

President Kral noted that the board meeting would be temporarily recessed to a discussion workshop with Sharon Klumpp from Springsted, Inc. Ms. Klumpp provided the Board with an overview of her observations of the organization from her recent visit at a board meeting.

Ms. Klumpp reviewed the Board's stated goals from earlier in the year and compared them to the observed actions and dynamics of the group during her recent visit. She noted that there have been some improvements that have been made but that significant work still needed to be done in order to have the organization on proper footing for the long term.

Ms. Klumpp praised the board for their recent decision to eliminate the previous committee structure. She said that since her first visit in January, she noted that the way committees were used by the group caused a lot of trust issues among both managers and staff.

The primary theme of the discussion revolved around the need for the organization to have a top quality administrator who, when hired, needs to be given the authority to manage the day to day operations without fear of constant second guessing by the Board. The managers agreed that everything from personnel management to intergovernmental relationships had been impacted by the lack of a full-time administrator who could address such issues and allow the Board to return to its policy and oversight roles.

Discussion of the need for a better budget process, difficulty with some personnel respecting authority, and the personnel handbook & time clock were some of the main points discussed during the workshop. The consensus of the group was that the new administrator will be asked to review such matters and make recommendations to the Board on any changes they may want to make to present policies and procedures.

The members thanked Ms. Klumpp for her work with the Board over the past year.

At 7:15 p.m. President Kral declared a short recess.

At 7:22 p.m. President Kral called the regular meeting back to order in order for the Board to consider a SRF approval.

Motion to Approve the September 18, 2008 SRF Approval as Presented. Motion by Kutter. Seconded by Rettig. Motion passed unanimously.

Manager Kuseske asked if he could briefly bring up another item before the meeting recessed for the second half of the workshop discussion. President Kral asked Manager Kuseske to proceed.

Kuseske noted that a technical conference was going to be held the following week by the MPCA to discuss Lake Pepin – including the impacts on the lake by the SRWD. He suggested that someone from the organization should attend the meeting.

President Kral recommended that Manager Kuseske would be a logical choice for a SRWD representative given his work on the TMDL and water quality trading issues. Kuseske said that he would be open to attending but wanted to make sure not to step on anyone's toes if others wanted to attend.

Motion to Authorize Manager Kuseske to Represent the SRWD at the Upcoming MPCA Technical Conference on Lake Pepin and Approving All Associated Registration, Lodging and Travel Costs to Attend the Conference. Motion by Rothstein. Seconded by Mostad. Motion passed unanimously.

At 7:27 p.m. President Kral again recessed the meeting in order for the Board to have a discussion workshop with Jim Egan regarding proper hiring interview processes.

Jim Egan presented the Board with an audio-visual presentation including slides and short videos that were intended to assist the members in understanding good job interview practices and procedures. The board was asked to determine a list of desired attributes they were looking for in a new administrator. With the assistance of Interim Administrator Arceneau, a formal list was determined and Mr. Egan then had the Board perform a training exercise in which they reviewed resumes and cover letters received for the administrator job posting with the list of desired background and abilities the Board was interested in.

The Board were given a copy of all resumes and applications received up to that point along with several blank worksheets including the list of ideal attributes the Board agreed were key elements of a good administrator. The Managers were asked to take some time over the next couple of weeks to review all applications in light of that list and to turn in their recommendations to Starla Arceneau of which applicants each member believed should merit a face to face interview with the Board.

Arceneau explained that she would provide the Board with any other applications for the administrator position as they came into the office.

At 9:27 p.m. President Kral reconvened the meeting back to order. He asked if there was any further business to be discussed that evening. Hearing none, he declared the meeting adjourned and thanked everyone for their participation in the meeting and workshop that evening.

Respectfully Submitted,

Secretary, Virgil Rettig
Temporary Recording Secretary, Dan Coughlin