

1 **MINUTES OF THE MINNEHAHA CREEK WATERSHED DISTRICT**
2 **MEETING**

3
4 April 7, 2016

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6 **CALL TO ORDER**

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8 A special Board Retreat meeting of the Minnehaha Creek Watershed District Board of
9 Managers was called to order by President Sherry White at 6:10 p.m. at the District
10 office, 15320 Minnetonka Boulevard, Minnetonka, Minnesota 55345.

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12 **MANAGERS PRESENT**

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14 Sherry White, Brian Shekleton, Richard Miller, Kurt Rogness, William Olson and
15 William Becker.

16
17 **MANAGERS ABSENT**

18
19 Pam Blixt.

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21 **DISTRICT STAFF AND CONSULTANTS PRESENT**

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23 Lars Erdahl, District Administrator; James Wisker, District Planning and Projects
24 Director; David Mandt, District Operations and Support Services Director; Craig
25 Dawson, District Research and Monitoring Director; Telly Mamayek, District
26 Communications and Education Direction; Louis Smith, District Counsel.

27
28 **2017 BUDGET DISCUSSION**

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30 Mr. Erdahl noted that the purpose of the discussion, to provide the Board of Managers
31 with context for development of the updated District plans to provide direction for further
32 consideration of budget priorities and strategies, and to explore the balance of programs
33 and projects. He also noted an opportunity for the Board to provide direction on the
34 preliminary 2017 budget and levy, as well as to define any additional considerations or
35 needs for further information to inform decision making.

36
37 Mr. Erdahl and Mr. Wisker provided a historic review of past budgets and levies, a
38 review of work plans, and a 2017 preliminary budget. Manager Miller arrived at this
39 point in the meeting (6:35p.m.) *Following discussion, it was moved by Manager*
40 *Shekleton, seconded by Manager Becker, to direct that budget planning include*
41 *moving expenses for Arden Park, Cottageville Park, and Japs Olson projects, totaling*
42 *approximately \$1,562,000, out of the 2014 budget and forward into 2018. Upon vote,*
43 *the motion carried, 6-0.*

44
45 *It was moved by Manager Miller, seconded by Manager Shekleton, to direct the staff to*
46 *prepare a presentation on programs, with alternative spending and budgeting scenarios*

47 *similar to the presentation prepared on capital improvement projects. Upon vote, the*
48 *motion carried, 6-0.*

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50 **COMMITTEE, WORKSHOP AND BOARD MEETING SCHEDULE**

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52 The Board of Managers reviewed a proposed new schedule for committees, workshops
53 and board meetings, whereby all meetings would be on the second and fourth Thursday
54 evenings, with committee meetings scheduled immediately prior to workshop and board
55 meetings as follows:

56

57	2 nd Thursday:	PPC meeting from 4:30-6:15 PM
58		Board Workshop from 6:45-9:00 PM
59	4 th Thursday:	OPC meeting from 4:30-6:15 PM
60		Board Meeting from 6:45-9:00 PM

61

62 *It was moved by Manager Miller, seconded by Manager Rogness, to adopt the proposed*
63 *schedule of meetings beginning May 1 for the rest of 2016. Upon vote, the motion*
64 *carried, 6-0.*

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66 **GOVERNANCE POLICIES**

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68 Mr. Smith reviewed two issues concerning potential revisions to District governance
69 policies.

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71 **Administrator's Spending Authority**

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73 Mr. Smith noted that the Administrator is currently authorized by the Board to make
74 purchase up to \$5,000 without specific Board authorization. He explained other
75 constraints on this spending authority, using the cost share and contract approvals as
76 examples. Mr. Smith noted that occasions have arisen where expenditures of a higher
77 amount for regular administrative expenses may be warranted. He also noted the
78 spending authority of other watershed district administrators which range from several
79 thousand dollars to up to \$20,000. He noted that one watershed district authorizes
80 administrator expenditures up to \$30,000 with the additional approval of the Board
81 President. *Following discussion, it was moved by Manager Miller, seconded by*
82 *Manager Shekleton, to direct legal counsel to prepare an amendment to the*
83 *governance policies authorizing the Administrator to spend up to \$10,000 with the*
84 *approval and signature of the Board President. Upon vote, the motion carried, 6-0.*

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86 **Hiring of Directors or Department Heads**

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88 Mr. Smith reviewed the policy concerning the Board-District Administrator Relationship,
89 the hiring of District staff. He noted that the current policy provides that the Executive
90 Committee is notified and advises the Administrator when director positions become

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91 vacant. A question had arisen whether it should be the full Board of Managers to
92 participate in this process. The managers noted that there is no longer a Personnel
93 Committee and that the Executive Committee has assumed this responsibility. The
94 managers also noted that any Board member is welcome to attend an Executive
95 Committee meeting. *Following discussion, it was moved by Manager White, seconded*
96 *by Manager Olson, to direct that the policy remain with the current role for the*
97 *Executive Committee, but that the language of the policy be updated to reflect the*
98 *current personnel structure and the explicit procedure for approval of new full time*
99 *equivalent positions. Upon vote, the motion carried, 6-0.*

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101 **ADJOURNMENT**

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103 There being no further business, the meeting of the Board of Managers was adjourned at
104 9:14 p.m.

105

106 Respectfully submitted,

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110 Kurt Rogness, Secretary