

**MINUTES OF THE REGULAR MEETING  
OF THE  
COMFORT LAKE–FOREST LAKE  
WATERSHED DISTRICT  
Thursday, April 8, 2021**

**1. Call to Order**

President Spence called the April 8, 2021 regular board meeting to order at 6:32 p.m. via online video conference.

Present: President Jon Spence, Secretary Jen Oknich, Treasurer Steve Schmaltz.

Absent: Vice President Jackie Anderson

Others: Mike Kinney, Jessica Lindemyer, Trey Jonas (CLFLWD staff); Meghan Funke, Cecilio Olivier, Kyle Crawford (Emmons & Olivier Resources); Chuck Holtman (Smith Partners); Ellen Hinrichs (Career Enhancement Options, Inc); Mike Verdoorn and Megan Olson (Gallagher).

**2. Setting of Meeting Agenda**

Item 4a - Comfort Lake & Little Comfort Lake Diagnostic Study was postponed to the next regular meeting. Item 4b - 2020 Water Monitoring report will be moved to Item 4a. New item 4b – New Manager Appointment was added.

Manager Schmaltz moved to approve the agenda as revised. Seconded by Manager Oknich. Upon a roll call vote, the motion carried 3-0.

<b>Manager</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
Jon Spence	X		
Jackie Anderson			X
Stephen Schmaltz	X		
Jen Oknich	X		

**3. New Business**

**a) Gallagher Classification and Compensation Study**

Administrator Kinney noted that the scope of work was approved in September of 2019, but the Covid-19 pandemic caused a delay. He added that the study would be presented to District staff at the staff meeting tomorrow morning, with the opportunity for individual meetings the following Monday.

Mr. Verdoorn from Gallagher summarized the project and outlined the presentation. He explained that the first half of the research looked internally at the District to make sure

Gallagher knew what the jobs were, and what the internal equity looked like. He then introduced Ms. Olson from Gallagher who went into detail on the second half of the study which focused on comparing the District's internal data to market values.

Ms. Olson began by stating that Gallagher conducted a custom survey to collect compensation data from local watershed districts. She added that Gallagher collected market data from other published survey sources, which allowed them to gather private sector data. These data were analyzed at increments of 25%, 50%, and 75%, with the 50<sup>th</sup> percentile being competitive market value.

Ms. Olson explained how Gallagher identified geographic differences, adding that Forest Lake differs from Minnesota by 3% - thus all Minnesota data were adjusted by 3% to be most effective for Forest Lake. She explained that all data were aged to have a common effective date of January 1<sup>st</sup>, 2021.

Ms. Olson explained that Gallagher then calculated the difference of District jobs and the 50<sup>th</sup> percentile for comparison and that, overall, District jobs are 11.1% and 10.3% below the 50<sup>th</sup> percentile for custom and full markets, respectively. She then added that factors such as time in position can impact that statistic, and that those numbers do not indicate all positions require a salary increase. She stated that Gallagher has developed a salary structure that will allow the District to progress employees toward the market rate over time.

Ms. Olson explained Gallagher combined the internal data with the external data to create trendlines.

Manager Schmaltz had a question regarding the adjustment to a common effective date. Ms. Olson explained that the study is a point in time and that the salary data are constantly evolving, but the study ages the data forward, allowing for the District to stay ahead of this evolution.

Ms. Olson continued by displaying the trendlines that were created using internal and external data, adding that the R<sup>2</sup> values indicate that there is a strong relationship between the internal and external data.

Manager Schmaltz asked for clarification on the standard deviation of the shown curves due to the small sample size.

Ms. Olson continued by pulling up a chart that breaks down Decision Band Method (DBM) job classifications by each job's low to high end pay range. She then summarized that any employees below the new range minimum should be brought up to that minimum – meaning that 2 employees would require salary adjustments, with a cost of \$4,488.

Ms. Olson ended the presentation by recommending that the District adopt the DBM classification system, implement the salary changes, and implement the administration changes. She stated that an additional survey would be needed every 3 to 5 years.

Administrator Kinney thanked Gallagher for its assistance. Manager Schmaltz expressed his support for having the Minnesota Association of Watershed Districts assume responsibility for tracking salary data statewide.

Manager Oknich moved to accept the Classification & Compensation Study for the use in salary management by the District. Seconded by Manager Schmaltz. Upon a roll call vote, the motion carried 3-0.

<b>Manager</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
Jon Spence	X		
Jackie Anderson			X
Stephen Schmaltz	X		
Jen Oknich	X		

**b) Bone Lake Northeast Wetland Restoration Scope of Work**

Kyle Crawford from Emmons & Olivier Resources (EOR) explained that the goal for this presentation is to gain approval for phase 1 of the project, composed of tasks 1-3 – project management and easement collection, field data collection, and preliminary design and modeling, totaling \$15,938. He then added that EOR would aim to present the preliminary design at the May regular board meeting.

Manager Schmaltz moved to authorize the administrator, on advice of counsel, to enter into an agreement with EOR in accordance with the 4-1-2021 scope of work and authorize Phase 1 of said scope of work in an amount not to exceed \$15,938. Seconded by Manager Oknich. Upon a roll call vote, the motion carried 3-0.

<b>Manager</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
Jon Spence	X		
Jackie Anderson			X
Stephen Schmaltz	X		
Jen Oknich	X		

**4. Old Business**

**a) 2020 Water Monitoring Report**

Dr. Meghan Funke from Emmons & Olivier Resources summarized the changes to the document. She also noted that EOR has made an adjustment to the rating curve at the Bone Lake outlet to better reflect the flow.

Manager Oknich moved to approve the report as presented. Seconded by Manager Schmaltz. Upon a roll call vote, the motion carried 3-0.

<b>Manager</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
Jon Spence	X		
Jackie Anderson			X
Stephen Schmaltz	X		
Jen Oknich	X		

**b) Board Member Appointment**

Manager Schmaltz expressed concern that new board member applications are taking too long to be processed and recommended that the District begin reaching out to the City of Forest Lake to see if anything is missing from the application.

Administrator Kinney stated that he generally avoids being involved in the appointment process but stated he did reach out to Washington County on the status.

Manager Schmaltz asked Mr. Holtman if it was alright to speak to the mayor about this. Mr. Holtman stated that it is fine to speak to the mayor.

**5. Summary and Approval of Board Direction**

Mr. Holtman stated that there are no new updates.

**6. Adjourn**

**a) Next regular board meeting – April 22<sup>nd</sup>, 2021**

Manager Schmaltz moved to adjourn the meeting. Seconded by Manager Oknich. Upon a roll call vote, the motion carried 3-0, and the meeting was adjourned at 7:31 p.m.

<b>Manager</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
Jon Spence	X		
Jackie Anderson			X
Stephen Schmaltz	X		
Jen Oknich	X		

Jen Oknich, Secretary \_\_\_\_\_