

**MINUTES OF THE WATERSHED STAFFING SPECIAL MEETING
OF THE
BOARD OF MANAGERS
OF THE
COMFORT LAKE - FOREST LAKE WATERSHED DISTRICT
THURSDAY, APRIL 29, 2010**

1) Call to Order

The President called the special meeting to order at 5:00 p.m. at the Forest Lake City Offices, 220 North Lake Street, Forest Lake, Minnesota

Present: President Richard Damchik, Vice President Jackie Anderson, Secretary Wayne Moe, Interim Treasurer Jon Spence

Absent: Treasurer John Lynch

Staff: Randy Anhorn

2) Opening Remarks

Administrator Anhorn presented his resignation letter dated April 26, 2010 (a copy is annexed and incorporated by reference). Anhorn stated that he was resigning his position due to a job opportunity that his wife had, which will require his family to relocate out of State. Anhorn further stated that he regrets any inconvenience that his leaving will cause, and that he would do his best to have current programs and projects set up for seamless transition for his successor. Anhorn also mentioned that he was proud of all the District had accomplished over the past three-and-a-half years, and that the District and Board a great plan and staff in place to continue to make progress in the management and improvement of the District's water resources.

Following discussion on Administrator Anhorn's resignation letter, motion was made by Manager Spence and seconded by Manager Moe to accept the resignation letter of Administrator Anhorn. Upon vote, the motion passed unanimously.

The Board then thanked Administrator Anhorn for his part in helping the District accomplish so much over the past three-and-a-half years

3) Discussion On Filling the Administrator Position

Administrator Anhorn presented a list of topics for Board discussion including his required 60-day notice, determining the Board's wishes for his successor to start, development of a position description, determination of pay range, posting process, use of employment agreement, formation of a personnel subcommittee and potential timeline for incoming applications, determination of finalist, interviews and selection, and possible start date (a copy is annexed and incorporated by reference).

The Board held discussion on the presented and the Adminsitrator and Board mutually agreed on a last date of employment for Administrator Anhorn as July 15, 2010.

The Board held discussion on the formation of a personnel subcommittee for initial review of submitted resumes and selection of finalists to be interviewed by the whole Board.

Following discussion, motion was made by Manager Anderson and seconded by Manager Moe to include the whol Board in the review of submitted resumes and selection of finalists at a pre-

scheduled meeting in order to get input from each of the Managers. Upon vote, the motion passed unanimously.

Administrator Anhorn then presented a draft position announcement (and corresponding job description), that could be posted in various newspapers, job posting boards and websites (i.e. CLFLWD, MAWD, LMC, Water Resources Coordinators Group, MSCWD, etc...). A copy is annexed and incorporated by reference. The Board held discussion and provided comments/edits to the announcement and job description, including salary range. The Board then directed the Administrator to post the announcement on the mentioned websites and newspapers and to post the more detailed job description on the District's website.

The Board then held discussion on possible timeframe for the posting, finalist selection, interview and hiring process.

Following discussion the schedule the Board came up with is as follows:

April 30, 2010	Post Announcement
May 28, 2010	Deadline for Applications
June 1-4, 2010	Board Review of Submitted Resumes
June 8, 2010	Special Board Meeting to Rank Applicants and Select Finalists
June 14-18, 2010	Reference and Credential Check
June 21-25, 2010	Interviews

Manager Anderson made motion that the District will follow the hiring process schedule as determined and to schedule a special meeting for 5:00 p.m. on Tuesday, June 8, 2010 at the Forest Lake City Hall to review/rank submitted resumes and select finalists. The motion was seconded by Manager Moe. Upon vote, the motion passed unanimously.

The Board also discussed that because of the timing of the hire and Administrator Anhorn's last day of employment, there may be a need for EOR to provide some sort of interim help to oversee the everyday needs of the District.

Following discussion, Manager Anderson made motion authorizing Administrator Anhorn to initiate discussions with EOR to provide interim help to oversee office needs if the coordination of the new hire warrants. The motion was seconded by Manager Spence. Upon vote, the motion passed unanimously.

4) Adjournment

Motion to adjourn the special meeting was made by Manager Anderson and seconded by Manager Spence. Motion carried unanimously.

Wayne S. Moe, Secretary