

**MINUTES OF BOARD WORKSHOP  
OF THE  
COMFORT LAKE – FOREST LAKE WATERSHED DISTRICT**

**Thursday, February 4, 2016**

**1. Call to Order and Introductions**

The meeting was called to order on February 4, 2016 at 3:00 p.m. at the Comfort Lake Forest Lake Watershed District at 44 Lake Street South, Suite A, Forest Lake, MN 55025.

Present: President Jackie Anderson, Vice President Jon Spence, Secretary Wayne Moe, Treasurer Stephen Schmaltz

Absent: Assistant Treasurer Jackie McNamara

Others: Mike Kinney (CLFLWD staff), Sara Noah, Ross Gronfield (Noah & Associates)

**2. Noah and Associates – Salary Survey**

Administrator Kinney reviewed with the Board the proposal presented to them at the November board meeting and introduced Sara Noah and Ross Gronfield. Ms. Noah went over the survey results by explaining how she conducted the survey, the sources of information that were used and the discussions she had with the Administrator regarding the specific position descriptions that were provided to her for this process. The Board offered many questions in understanding various elements and details of the findings. Administrator Kinney expressed his appreciation for already having it as an unofficial resource as consideration was given to it with regard to staff salaries. Overall, the Board was pleased with the final product and will consider accepting it as final at a future meeting.

**3. Personnel Policy Manual**

The Board reviewed the final draft from Ellen Hinrichs of Career Enhancement Options that was presented for their consideration. Overall, there was consensus regarding this revised version with a few additional minor edits offered. With regard to the topics of holidays, benefits, etc. that are more likely to be adjusted over time, the Board decided to structure the manual in such a way that they would be included as addendums as appropriate. There was further discussion regarding specific elements of insurance, time off, etc. as the Board reviewed a previous outline of benefits offered by a variety of local and regional entities. After providing some general guidance, the Board directed Administrator Kinney to create a draft for the Board to consider at a future workshop along with the final edited version of the Personnel Policy Manual.