

**LAKE MINNETONKA CONSERVATION DISTRICT
BOARD OF DIRECTORS**

7:00 P.M., Wednesday, March 23, 2016
Wayzata City Hall

1. CALL TO ORDER

Chair Green called the meeting to order at 6:00 p.m.

2. ROLL CALL

Members present: Jay Green, Mound; Gregg Thomas, Tonka Bay; Chris Jewett, Deephaven; James Doak, Woodland; Ann Hoelscher, Victoria; Gary Hughes, Spring Park; Gabriel Jabbour, Orono; Rob Roy, Greenwood; and Sue Shuff, Minnetonka. Also present: Greg Nybeck, Executive Director; Emily Herman, Administrative Assistant; and Melissa Manderschied, LMCD Interim Legal Counsel.

Members absent: Dan Baasen, Wayzata; Jennifer Caron, Excelsior; Dennis Klohs, Minnetonka Beach; Bret Niccum, Minnetrista; and Deborah Zorn, Shorewood.

3. APPROVAL OF AGENDA

MOTION: Thomas moved, Jewett seconded to approve the agenda as submitted.

VOTE: Motion carried unanimously.

4. APPROVAL OF CONSENT AGENDA

Jabbour moved, Jewett seconded to approve the consent agenda as submitted. Motion carried unanimously. Items so approved included: **6A)** Audit of vouchers (3/1/16– 3/16/16) and **6B) 2016 Liquor Licenses**, staff recommends Board approval of renewal applications as outlined in 3/18/16 staff memo.

5. PUBLIC COMMENTS- Persons in attendance, subjects not on the agenda (limited to 5 minutes)

There were no public comments.

6. OTHER BUSINESS

A) Review of proposed 2016 LMCD Aquatic Invasive Species Programs:

- Eurasian Watermilfoil Mechanical Harvesting
- Watercraft Inspections

Green provided a detailed outline of the proposed 2016 Aquatic Invasive Species (AIS) Eurasian Watermilfoil (EWM) Harvesting and Watercraft Inspection Programs via a PowerPoint presentation. Topics covered included an overview of each respective program: 2015 final and 2016 proposed budgets; harvesting equipment, hours of operation, staffing, contractors; and watercraft inspection days, coverage times, access covered, and contractual agreement. Additionally, he reviewed the unknowns of each program. He requested the Board provide consensus for staff to proceed with the implementation of both programs (staffing and solicit/negotiate contractual services). An update and final contracts will be provided to the Board for their consideration on April 13th.

The Board discussed the following: 1) confirmation that a grant will not be offered by the Minnesota Department of Natural Resources for the LMCD Harvesting Program but that the Three Rivers Park District will be distributing \$9,183 for the Watercraft Inspection Program (\$9,183), 2) qualifications of seasonal employees, 3) consideration of what number of bays will be treating with herbicides (undetermined), 4) future consideration of contracting out the Harvesting Program and respective challenges for such, 5) the funding of both programs at other Lakes, 6) consideration of long-term needs (staffing) for the work currently being completed on a volunteer basis by Green, and 7) what constitutes public navigation. In closing, the Board provided consensus to proceed with the implementation of both programs as outlined above.

B) Working group update on draft 2017 LMCD Budget

Green directed the Board to his memo, dated 2/18/16, and a draft 2017 budget accompanied with a memo from the 2017 LMCD Budget Working Group (Green, Hughes, and Jewett). The first memo offered a recommended timetable for the review of the draft 2017 LMCD Budget which is required, by State law, to be adopted and submitted to the member cities by July 1st. Green then directed the Board to the working group memo and draft 2017 budget. He provided a detailed overview of each line item (offered at the bare minimum and a flat levy increase) and highlighted significant areas of revenues and expenses. Additionally, he offered a line chart on the analysis of the LMCD's historical budgets and respective performance, as well as a chart outlining the Court Fine Revenue Budget vs. Actual (2007-2015). In closing, he requested the Board consider providing their consensus on the following two options: 1) concur with the option offered at this meeting or 2) provide direction to the working group on changes, i.e., consideration of whether to fill the Administrative Technician (AT) position, additional programs or activities (new director/strategic planning), consideration of proposed capital improvement plan, and what to do with the Proactive Code Enforcement Program for 2017. He entertained questions and comments from the Board.

The Board discussed the following: 1) a few were not comfortable with the proposed option to not fill the AT position but could foresee the continuation of placing the Proactive Code Enforcement Program on hold, 2) whether the AT position is filled or not, funds should be allocated to complete the duties that will remain, 3) the recommendation to

increase the levy by at least two to two and one-half percent, 4) the recommendation to continue offering one budget for consideration and not various options, 5) that the working group should further consider staffing needs, and 6) an educational overview of how both the watercraft storage and dock use area formal complaints are currently processed within the LMCD. In closing, the consensus of the Board was for the working group to consider the comments offered at this meeting and provide a second draft for consideration by the Board at their April 13th meeting.

C) Working group update on proposed LMCD Executive Director Recruitment strategies

Green directed the Board to an ad that was released for the Interim Executive Director (IED) position and updated transition list within their packet, as well as a IED and search firm timeline offered within their handout folders. He specifically noted that interviews for the IED are scheduled April 5th and that the Board would consider the recommended candidate at their April 13th meeting. To this end, he solicited the Board's consensus for the working group to proceed with the following: 1) IED search process, 2) the development of the search firm request for proposal (RFP) document for the permanent executive director (including the development of the selection criteria), and 3) re-defining the ED's position description.

The Board discussed the following: 1) the need to post the April 5th interview date, 2) discussion of the proposed timetable and the possible need to push the search firm out further, 3) consideration of not utilizing a search firm or establishing what a search firm would bring to the table, 4) the pros and cons of not allowing the IED to apply for the permanent position (as offered within the ad).

Manderschied was in attendance in Gilchrist's absence. She offered the following three options in consideration of finding a permanent executive director: 1) hire a search firm (manage, seek, and completes all work), 2) existing staff/Board committee do the work, 3) direct the IED to manage the process (acknowledging the IED would spend a great deal of time doing such).

It was the consensus of the Board to wait to proceed with a search firm process until confirmation is offered on the IED applicant (possibly utilizing the member cities to assist the LMCD on this matter).

7. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:40 p.m.

James Jay Green, Chair

Gregory J. Thomas, Secretary