



LAKE MINNETONKA CONSERVATION DISTRICT

5341 MAYWOOD ROAD, SUITE 200 • MOUND, MINNESOTA 55364 • TELEPHONE 952/745-0789 • FAX 952/745-9085

LAKE MINNETONKA CONSERVATION DISTRICT

Wednesday, January 23, 2019

Wayzata City Hall

600 Rice Street, Wayzata, MN 55391

WORK SESSION

6:00 p.m. to 7:00 p.m.

The purpose of the Work Session is to allow staff to seek input from the Board and for the Board to discuss matters in greater detail than generally available at the formal Board Session. The Board may give staff direction or express a preference, but does not formally vote on matters during Work Sessions. While all meetings of the Board are open to the public, Work Session discussions are generally limited to the Board, staff, and designated representatives. Work Sessions are not videotaped.

1. Introduction Sheriff Dave Hutchinson

FORMAL BOARD AGENDA

7:00 p.m. to Adjournment

The purpose of the Formal Session is to allow the Board to conduct public hearings and to consider and take formal action on matters coming before the LMCD.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **CHAIR ANNOUNCEMENTS**, Acting Chair Hoelscher
6. **APPROVAL OF MINUTES** – 01/23/2019 LMCD Regular Board Meeting
7. **APPROVAL OF CONSENT AGENDA**
 - A) Audit of Vouchers (1/16/19 – 1/31/19)
 - B) Acceptance of LMCD 2018 Watercraft Inspection Program Report
8. **PUBLIC COMMENTS** – Persons in attendance for subjects not on the agenda (**limited to 5 minutes**)

Audience members may provide information to the Board. The Board generally will not engage in public discussion or take action on items not on the agenda. The Board may ask for clarifications or direct staff to report back on items at future meetings.

9. PUBLIC HEARINGS

- A) None

10. OTHER BUSINESS

11. OLD BUSINESS

- A) Vegetation & AIS Master Plan Updates
- B) Board Self-Evaluation Update

12. NEW BUSINESS

- A) Executive Director Annual Performance Evaluation Process

13. TREASURER REPORT

14. EXECUTIVE DIRECTOR UPDATE

15. STANDING LMCD COMMITTEE / WORKGROUP UPDATE

- Aquatic Invasive Species Taskforce
- Budget Workgroup
- Nominating Committee
- Recodification Workgroup
- Save the Lake Committee
- Strategic Plan Subcommittee

16. ADJOURNMENT

Future Items – Tentative

- Strategic Plan – February 2019 Work Session
- Prioritization of Activities Calendar – February 2019
- Fuel Service – February 2019
- Lake Use Vision and Policy Discussion Continuing Series- TBD
 - Lake Sales Discussion- on hold
- White Bear Lake Update – TBD

LAKE MINNETONKA CONSERVATION DISTRICT BOARD OF DIRECTORS

7:00 P.M., January 9, 2019
Wayzata City Hall

WORK SESSION

6:07 p.m. to 7:00 p.m.

Members present: Gregg Thomas, Tonka Bay; Bill Cook, Greenwood; Ann Hoelscher, Victoria; Gary Hughes, Spring Park; Dennis Klohs, Minnetonka Beach; Mark Kroll, Orono; Andrew Punch, Excelsior; Chris Rich, Woodland;

Also present: Steve Tallen, LMCD Prosecuting Attorney; Troy Gilchrist, LMCD Legal Counsel; Vickie Schleuning, Executive Director; Matthew Cook, Environmental Administrative Technician.

Members absent: Dan Baasen, Wayzata; Mike Molitor, Minnetrista; Sue Shuff, Minnetonka; Jake Walesch, Deephaven; and, Deborah Zorn, Shorewood.

Also: Rich Anderson, North Shore Marina; and, Eric Evenson, Lake Minnetonka Association (LMA).

1. Prosecuting Attorney Annual Update

Tallen said that he serves as the LMCD's prosecuting attorney for misdemeanor LMCD Code violations. He explained that, due to an agreement between the State of Minnesota, the Hennepin County Sheriff's Office, and the LMCD, he also prosecutes gross misdemeanor charges of driving (watercraft) while intoxicated.

Tallen stated that the Minnesota Legislature changed the law governing driving while intoxicated (DWI) to treat violations more similarly, regardless of what kind of vehicle is being driven (e.g., automobile, snowmobile, watercraft...). He explained that this means that if convicted of a DWI while operating a snowmobile or watercraft, a person's licensed driving privileges may be impacted.

Tallen said that the fine revenue that the LMCD received from December 2017 through the end of November 2018 outweighed the prosecuting expenses during the same period.

Tallen believed a lot was accomplished this year and thanked the Board for providing him the opportunity to serve as the prosecuting attorney.

The Board and staff thanked him for his service.

2. Draft Amendment Emergency Response Authority

Gilchrist stated that a handout provided to the Board contained draft language for a Code amendment to be proposed at a future Board meeting. He explained that the amendment formalized the process and authority for executive action taken by the Executive Director in emergency situations. Gilchrist asked for feedback from the Board, which would inform the further development of the language before being brought to a future Board meeting for formal consideration.

Cook stated that he would like to see more specific language that directly tied the report that the Executive Director would supply to the Board to the conditions for exercising of such authority, as currently written in the draft language.

Gilchrist added that an exploration of cost recovery language for Emergency Response actions – namely, what authority does the LMCD have to recover costs, and in what manner may the LMCD recover costs – could be researched for further review by the Board.

3. Other

Cook stated that he, with the help of the Board Officers, had developed a Request for Proposals document that outlined the type of expertise and services the LMCD sought to develop a lake-wide Aquatic Invasive Species (AIS) Master Plan. He underscored that the structure of the RFP was such that portions of the Master Plan implementation – namely, actions meant to prevent the spread of starry stonewort to Lake Minnetonka – would be executed early on, while the data-gathering and program review portions of the Master Plan were also underway. Cook said that he wanted two program reviews: a scientific review of the validity of the LMCD's harvesting program as an AIS management program; and, a process review of the LMCD's harvesting program operations. He said that a threat assessment of different varieties of AIS, an emergency response plan, and other crucial portions of the Master Plan would need to be further developed before formal review by the Board.

Thomas, Rich, and Kroll expressed their appreciation for Cook's efforts in preparing the draft RFP.

Kroll asked how potential finalists would be selected once the RFP was published.

Cook said that the draft of the RFP that the Board would review at a future meeting would also have to lay out a review and selection process for submitted proposals.

Zorn entered the meeting at this time (6:47 P.M.)

Evenson offered information of completed vegetation surveys for six bays on Lake Minnetonka, commissioned by the Lake Minnetonka Association (LMA).

Thomas thanked Hoelscher for her work in developing a draft media release regarding the potential suspension of the harvesting program.

Kroll stated that the LMA had, the day before, also sent out a media release regarding the LMCD's harvesting program. The LMCD had not been made aware of the media release.

Baasen entered the meeting at this time (6:50 P.M.)

Schleuning stated that a representative from the Lake Koronis Association reached out to LMCD staff to inquire about leasing the LMCD's harvesting transport barge and shore conveyor during the summer of 2019.

Cook stated that the Board would have to receive a formal written proposal before considering leasing out

its harvesting equipment. He added that he was uncomfortable of the idea of using the LMCD's equipment in another lake for a variety of reasons, including public perception.

Hughes said that the LMCD may need its harvesting equipment for 2019 for part or all the season.

Zorn stated that the staff time spent on managing such an agreement may not be worthwhile.

Schleuning stated that she would request a written proposal from the Lake Koronis Association.

Thomas underscored that the Board did not appear to be particularly interested in such an arrangement but would entertain a formal proposal at a later meeting should the Lake Koronis Association see fit to pursue the matter.

REGULAR SESSION

7:03pm

1. CALL TO ORDER

Acting Chair Thomas called the meeting to order at 7:03 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Members present: Gregg Thomas, Tonka Bay; Ann Hoelscher, Victoria; Bill Cook, Greenwood; Dan Baasen, Wayzata; Ben Brandt, Mound; Gary Hughes, Spring Park; Dennis Klohs, Minnetonka Beach; Mark Kroll, Orono; Andrew Punch, Excelsior; Chris Rich, Woodland; and, Deborah Zorn, Shorewood. Also present: Troy Gilchrist, LMCD Legal Counsel; Vicki Schleuning, Executive Director; and, Matt Cook, Environmental Administrative Technician.

Members absent: Mike Molitor, Minnetrista; Sue Shuff, Minnetonka; and Jake Walesch, Deephaven.

4. APPROVAL OF AGENDA

MOTION: Rich moved, Zorn seconded to approve the agenda as submitted.

VOTE: Motion carried unanimously.

5. CHAIR ANNOUNCEMENTS

Thomas stated that Mound has appointed a new member to the Board, Ben Brandt.

A) Administer Oath of Office to Ben Brandt – New LMCD Board Member (City of Mound)

Gilchrist administered the Oath of Office to new member Brandt.

Brandt introduced himself to the other members of the Board and provided background information on himself and his applicable experience. He stated that he looks forward to giving back to his community and also protecting the lake.

B) Other

Thomas noted that the Board has the next meeting schedule for January 23rd. He noted that he will continue to serve as Acting Chair until the time a new Chair is appointed/elected but advised that he has a prior commitment that night and will not be in attendance. He noted that Cook may also have a conflict on that date. He confirmed that there would be a quorum at that meeting and Hoelscher will be the Acting Chair that meeting.

6. APPROVAL OF MINUTES- 12/12/18 LMCD Regular Board Meeting

MOTION: Hughes moved, Zorn seconded to approve the 12/12/18 LMCD Regular Board Meeting minutes as submitted.

VOTE: Motion carried unanimously.

7. APPROVAL OF CONSENT AGENDA

MOTION: Baasen moved, Kroll seconded to approve the consent agenda as presented. Items so approved included: **7A)** Audit of Vouchers (12/16/18 – 12/31/18) and (01/01/19 – 01/15/19); **7B)** Resolution Accepting Save the Lake Contributions (12/01/18 - 12/13/18); and, **7C)** Acceptance of LMCD 2018 Lake Minnetonka Harvesting Report.

VOTE: Motion carried unanimously.

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

There were no public comments.

9. PUBLIC HEARING

There were no public hearings.

10. OTHER BUSINESS

There was no other business.

11. OLD BUSINESS

A) Direction Regarding Fuelbote Request

Thomas stated that he spoke with Schleuning stating that the Fuelbote people have presented to the Board a few times, although they have not submitted a formal application. They have spent a fair amount of time providing information to the Board. He stated that the direction from the Board thus far has been that the ordinance does not allow the activity and therefore if a request comes forward, that request would be denied until such time when the ordinance is reviewed. He asked the Board if there is desire to review the ordinance language, either specific to the Fuelbote activity or in general. He stated that this has been one of the more well-prepared proposals and there has been sentiment that this would be a good service.

Hoelscher suggested that the general idea of sale of goods on the lake be discussed in a work session setting before this actual proposal is discussed.

Kroll agreed with that sentiment. He stated that since the last meeting he has given the idea a fair amount of thought as well as some of the concerns that people have regarding sales on the lake. He stated that they do not want the lake to be full of vendors but noted that he is less concerned about that issue as there is a supply and demand limitation and therefore it would be self-limiting. He stated that he does not want to see the magic of the lake ruined, but the dark reality is that this lake is no longer the quiet lake that you might see further north as that has been destroyed by the wake boats. He believed that there would be very little negative impact if a vendor was allowed to sell ice cream via boat. He agreed with the previous statement that the Board should discuss the general ordinance in a future work session.

Hughes stated that in the work session he would like staff to provide information on previous minutes and opinions expressed in the past about sales on the lake and any requirements.

Gilchrist stated that commercial sales could potentially be a huge issue, ranging from a quaint ice cream boat to a much larger scale. He stated that if the Board is inclined to want to take a step in that direction, a pilot project could be used to allow a certain number of temporary sales activities with specific conditions. He noted that would be a way for the Board to ease into the issue.

Baasen stated that the Board would need to be concerned with precedence and agreed that the topic should be discussed in work session only at this time.

Richie Anderson, owner of three marinas on Lake Minnetonka, stated that there has not been one year since 1976 that he has been able to sell one bottle of soda on the docks because of the LMCD regulations. He disagreed that there would be a limited number of vendors selling food, as he has had interest from many vendors. He stated that he has lived on his bay for 40 years and there were wake boats at that time as well.

MOTION: Cook moved, Klohs seconded to add the topic of the ordinance regarding commercial sales on the lake to a work session agenda in February.

VOTE: Motion carried unanimously.

B) AIS and Harvesting Review Updates

Thomas stated that at the last Board meeting on December 12th there was a motion to discontinue the harvesting

program until certain elements were accomplished in order to ensure the program is going in the right direction and operating safely. He stated that he, Green, Cook, and Hoelscher met with Schleuning on several occasions to discuss the progress and a Master Plan. He advised that a draft RFP has been developed and has been distributed to the Board. He stated that a draft public announcement was also created. He welcomed any questions on either item, noting that he would be asking for input on whether there is support to proceed with further development of the RFP, which would then come back to the Board for a formal decision at the next Board meeting in January. He stated that he would be looking for similar input on the press release, and whether the Board would be comfortable publishing that press release as soon as possible.

MOTION: Rich moved, Klohs seconded to move forward to continue to work on the RFP and bring that document back to the Board for consideration at the January 23, 2019 meeting.

Further discussion: Cook noted that any input or comments can be incorporated prior to the next Board meeting and the RFP would then appear in the packet for that meeting.

Kroll noted that he, Thomas, and Cook will be absent from that meeting and wondered if the item should be delayed to February.

Cook commented that he believes that this issue is too important and therefore he would like the action to take place on that date.

Hoelscher stated that members that are not able to attend the meeting can still provide their input prior to the meeting date.

VOTE: Motion carried unanimously.

MOTION: Rich moved, Kroll seconded to authorize publication of the press release.

Further discussion: Baasen asked if the press release should be delayed until the RFP is completed and the Board is certain what it will be asking for as part of the Master Plan.

Hoelscher explained that the press release is based on the motion made at the last meeting and is not contingent on the language in the RFP.

Thomas noted that the minutes and video from the previous meeting are available to the public and therefore the information is already out there.

VOTE: Motion carried Ayes (10) and Opposed (1, Baasen).

C) Adopt 2019 Public Meeting Calendar

Thomas noted that the 2019 public meeting calendar was also included in the Board packet for review.

MOTION: Punch moved, Kroll seconded to approve the 2019 public meeting calendar as presented.

VOTE: Motion carried unanimously.

12. NEW BUSINESS

A) Board Self-Evaluation

Zorn stated that at the December meeting the evaluation was distributed to allow input from the Board members. She stated that this is an opportunity for the Board to collect information that could assist in onboarding and reflect individually on productivity. She reviewed the three categories contained in the survey and noted that the recommendation has been made to utilize Survey Monkey for the survey.

MOTION: Thomas moved, Kroll seconded to authorize distribution of the Board self-evaluation survey to the members of the Board via Survey Monkey to be completed by January 23, 2019.

VOTE: Motion carried unanimously.

13. TREASURER REPORT

Cook reported that the agency ended the year with income slightly higher than budgeted and expenses slightly lower than budgeted, noting that staff is continuing to finalize the end of year billing and figures. He noted that exact figures will be provided to the Board in February.

14. EXECUTIVE DIRECTOR UPDATE

Schleuning provided the following information:

- The new winter rules brochure was provided to the Board, with additional copies to be provided to the member cities. The information is also available on the LMCD website and social media accounts. She noted the change to the DUI/DWI regulations. In the past there was a difference between vehicle DUI/DWI and ATV/boat BUI/BWI but now the consequences are very similar. Also, as a reminder, youth ATV drivers aged 6-15 must complete both an online ATV safety course and hands on riding performance course.

15. STANDING LMCD COMMITTEE/WORKGROUP

Aquatic Invasive Species Committee/Taskforce: Cook had nothing additional to report.

Budget Workgroup: Cook had nothing to report.

Nominating Committee: Zorn stated that they are looking at dates for interviews for the slate of interested officer candidates. She noted that a recommendation should be ready for the first meeting in February.

Recodification Workgroup: Gilchrist reported that he is continuing to work through the comments that were provided by the Board and noted that his goal is to complete that by the end of the month. He stated that he will provide the updated draft to Schleuning once completed for review.

Save the Lake Committee: Baasen reported that the group met the previous day to review the activities of 2018.

He stated that the group came in over the budgeted amount of contributions of \$32,000 with a total of \$36,000. He stated that the group is unsure if there will be some changes with the Water Patrol participation with the new Sheriff. They anticipate meeting with the Sheriff to discuss that program. He stated that the boating safety classes will be continued in 2019, with the consensus of the Board. He stated that he does not believe that additional solar lights will be needed in 2019.

Schleuning stated that staff has received calls of interest for the boating safety classes for 2019.

Strategic Plan Subcommittee: Zorn stated that the group discussed updating the Strategic Plan for 2019, noting that item will appear on a future work session agenda.

16. ADJOURNMENT

MOTION: Being there was no further business, the meeting was adjourned at 7:44 p.m.

VOTE: Motion carried unanimously.

Greg Thomas, Acting Chair/Vice Chair

Ann Hoelscher, Secretary

Lake Minnetonka Conservation District
Check Detail
 January 16 - 31, 2019

ITEM 7A

Date	Num	Name	Memo	Account	Class	Paid Amount
01/31/2019	EFT18-172	SelectAccount Group Service Fee		Alerus Checking		
			HSA Administrative fee for Janu...	4380M10 · Employee Benefits - Admin.	Admin.	-1.90
TOTAL						-1.90
01/24/2019	EFT18-173	SW/WC Service Cooperatives		Alerus Checking		
			Health Insurance, February 2019	4380M10 · Employee Benefits - Admin.	Admin.	-1,394.00
TOTAL						-1,394.00
01/24/2019	EFT18-174	Health Partners		Alerus Checking		
			Dental Insurance, February 2019	4380M10 · Employee Benefits - Admin.	Admin.	-111.76
TOTAL						-111.76
01/24/2019	EFT18-175	ADP Service Fee		Alerus Checking		
			Payroll 1/16/19 - 1/31/19	4180M10 · Professional Services - Admin.	Admin.	-73.04
TOTAL						-73.04
01/24/2019	EFT18-176	Minnesota UI Fund		Alerus Checking		
			Unemployment Benefits, Tom El...	4020M30 · Salaries - EWM	AIS	-1,516.21
TOTAL						-1,516.21
01/24/2019	EFT18-178	Tallen & Baertschi		Alerus Checking		
			December, 2019	4640M10 · Prosecution Fees - Admin.	Admin.	-1,973.46
TOTAL						-1,973.46
01/24/2019	EFT18-179	US Bank		Alerus Checking		
			Postage to mail Throwables	4080M20 · Postage - S/L	STL	-19.86
			Computer Software	4530M10 · Comp. Sftwr & Hdwr - Admin.	Admin.	-133.00
			Fuel & Fluid for Truck	4170M30 · Fuel/Supply - Van - EWM	AIS	-39.53
			Shipping boxes for Throwables	4111M20 · Public Service/Education - S/L	STL	-117.30
			Rite in the Rain paper for brochur...	4160M20 · Public Safety - S/L	STL	-65.90

Lake Minnetonka Conservation District
Check Detail
January 16 - 31, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Paid Amount</u>
			Computer Services	4180M10 · Professional Services - Admin.	Admin.	-419.36
			ArcGIS Subscription 4/1/19 - 3/3...	4531M30 · Software & Hardware/Training	AIS	-400.00
TOTAL						-1,194.95
01/31/2019	EFT18-180	ADP		Alerus Checking		
			Salaries - Admin	4020M10 · Salaries-002 - Admin	Admin.	-6,606.29
			P. E.R.A.	2020 · Payroll Liabilities -	Admin.	922.30
			ER PERA	4022M10 · ER PERA - Admin	Admin.	-494.09
			ER/FICA Medicare - Admin	4021M10 · ER Share of Admin FICA/Medi...	Admin.	-504.00
			Long Term Disability	2020-LT · Payroll Liabilities - UNUM	Admin.	42.13
TOTAL						-6,639.95
01/24/2019	EFT18-181	P.E.R.A		Alerus Checking		
			Payroll 1/16/19 - 1/31/19	2020 · Payroll Liabilities -	Admin.	-922.30
TOTAL						-922.30
01/24/2019	21548	City of Mound		Alerus Checking		
01/24/2019	Rent February ...		Rent, February 2019	4320M10 · Office Rent - Admin.	Admin.	-1,570.45
TOTAL						-1,570.45
01/24/2019	21549	Cub Foods Shorewood 31484		Alerus Checking		
01/24/2019	Stmnt.#12/11/18		Meeting Supplies	4230M10 · Meeting Exp. - Admin.	Admin.	-45.39
TOTAL						-45.39
01/24/2019	21550	FRANCOTYP-POSTALIA, INC.		Alerus Checking		
01/24/2019	Inv.#RI103910...		Quarterly Rental Fee for Postage...	4080M10 · Postage - Admin.	Admin.	-89.85
TOTAL						-89.85
01/24/2019	21551	Kennedy & Graven		Alerus Checking		
01/24/2019	November 2018		Legal Fees, November 2018	4620M10 · Legal Fees - Admin.	Admin.	-2,692.45
TOTAL						-2,692.45

Lake Minnetonka Conservation District
Check Detail
 January 16 - 31, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Paid Amount</u>
01/24/2019	21552	LMCC		Alerus Checking		
01/24/2019	Inv.#1258		VOD Services for Meeting 1/9/19	4182M10 · Media (Cable/Internet) - Admin.	Admin.	-100.00
TOTAL						-100.00
01/24/2019	21553	Mark Hodges Media Productions		Alerus Checking		
01/24/2019	Inv.#20190109...		Meeting 1/9/19	4182M10 · Media (Cable/Internet) - Admin.	Admin.	-80.00
TOTAL						-80.00
01/24/2019	21554	Southwest News Media		Alerus Checking		
01/24/2019	Inv.#378052		Legal Notice Bays with Deicing A...	4110M10 · Public Info./Legal - Admin.	Admin.	-117.36
TOTAL						-117.36
01/24/2019	21555	Tallen & Baertschi		Alerus Checking		
01/24/2019	December 2018		December prosecution costs	4640M10 · Prosecution Fees - Admin.	Admin.	-1,973.46
TOTAL						-1,973.46



ITEM 7B

LAKE MINNETONKA CONSERVATION DISTRICT

5341 MAYWOOD ROAD, SUITE 200 • MOUND, MINNESOTA 55364 • TELEPHONE 952/745-0789 • FAX 952/745-9085

DATE: January 23, 2018
TO: LMCD Board of Directors
FROM: Vickie Schleuning, Executive Director
SUBJECT: LMCD 2018 Watercraft Inspection Program Report

ACTION

Board review and acceptance of the LMCD 2018 Watercraft Inspection Program Report

BACKGROUND

Staff has completed a report that summarizes the LMCD 2018 Watercraft Inspection Program AIS Prevention activities. Included in the report is a summary of inspections conducted, associated program costs, and other seasonal information.

2019 marks another year of successful interagency cooperation between the LMCD and the Three Rivers Park District (TRPD), made possible by grant funding from Hennepin County.

STAFF RECOMMENDATION

Staff recommends that the Board accept the LMCD 2018 Watercraft Inspection Report.

ATTACHMENT

- LMCD 2018 Watercraft Inspection Program Report



Lake Minnetonka Conservation District

2018 AIS WATERCRAFT INSPECTIONS PROGRAM SUMMARY

December 31, 2018

PARTNER ORGANIZATIONS



INTRODUCTION

The Lake Minnetonka Conservation District (LMCD) coordinated an Aquatic Invasive Species (AIS) prevention watercraft inspection program (WIP) on Lake Minnetonka during the 2018 boating season. The primary goals of this program are to:

- Inspect incoming watercraft and equipment to prevent new introductions of AIS into Lake Minnetonka,
- Inspect outgoing watercraft and trailers to prevent the spread of AIS to other waterbodies,
- Take appropriate actions when violations are observed,
- Educate watercraft owners and operators about the importance of AIS prevention, and
- Educate watercraft operators and other lake user about ways they can help prevent the spread of AIS.

This was a cooperative effort of the LMCD, Minnesota Department of Natural Resources (MN DNR), Three Rivers Park District (TRPD) and Hennepin County.

NOTE: Information regarding watercraft inspection activity by the MN DNR, Hennepin County, and municipalities is not included in this draft edition of the LMCD WIP Report. The information included in this report summarizes the LMCD's WIP activities as they pertain to the LMCD's grant agreement with the MCWD. A report from the MN DNR containing additional watercraft inspection is expected in the first quarter of 2019.

METHODOLOGY

The following three designated public accesses were covered in 2018 by the LMCD's contract with TRPD:

1. City of Deephaven (Carsons Bay);
2. City of Minnetrista (Halstead Bay); and
3. City of Wayzata (Wayzata Bay).

TRPD also covered the public access at Lake Minnetonka Regional Park (West Upper Lake) as an in-kind contribution for a separate agreement between the MCWD and the TRPD.

There were three different watercraft inspection components. These included: 1) LMCD, 2) MN DNR, and 3) TRPD. Further background of each component is detailed below.

WATERCRAFT INSPECTION COMPONENTS

LMCD

The LMCD contracted with the TRPD for up to 515 hours of MN DNR trained Level 1 watercraft inspections at three public accesses from Memorial Day weekend through Labor Day. Additionally, the LMCD contracted with the TRPD for training of these inspectors, supervision for these inspectors, uniforms, communication equipment, and mileage between inspection sites.

The total of cost for these inspections could not exceed \$10,000. The public accesses targeted included Carson's Bay, Halsted Bay, and Wayzata Bay (Cities of Deephaven, Minnetrista, and Wayzata, respectively). The schedule for conducting incoming and outgoing watercraft inspection include: 1) Fridays, 11 a.m. to 7 p.m., and 2) Saturdays, Sundays, and Holidays, 6 a.m. to 6 p.m.

MN DNR

NOTE: A 2018 Summary Report of Watercraft Inspection Results at Lake Minnetonka is anticipated from the MN DNR in the future. The information below in the MN DNR section of this report is language from 2017. No changes are assumed for 2018.

TRPD

In addition to providing the watercraft inspectors to the LMCD, the TRPD provided an in-kind contribution to this program through gate attendants inspecting incoming watercraft/trailers at the Lake Minnetonka Regional Park. Weekends were covered from 9 a.m. to 5 p.m. prior to the Memorial Day weekend, with seven-day week coverage from Memorial Day weekend through Labor Day. These gate attendants were conducting inspections which included educational and inspection components. Estimated in-kind hours contributed to this program were 1,100. This partnership continued to worked well (similar to past years).

FUNDING SOURCES

There were two primary funding sources for this program in 2018. First, the LMCD budgeted \$10,000 of AIS Management Funds that will be used to contract TRPD services for watercraft inspections at Carson's Bay, Halsted Bay, and Wayzata Bay. The funding was made possible through a grant from Hennepin County in the amount of \$10,000. The LMCD greatly appreciates the financial contribution to this program by Hennepin County and the professional services provided by TRPD to help prevent the spread of AIS.



INSPECTION RESULTS

Total Inspections (LMCD only)

	Carson's Bay	Halstead Bay	Wayzata Bay	Totals
Total Inspections	742	379	249	1370
Inspection Hours	269	207	208	684
Inspections/Hour	2.76	1.83	1.20	2.00

Inbound Watercraft Inspections (LMCD only)

	Carson's Bay	Halstead Bay	Wayzata Bay	Totals
Inbound Inspections	498	244	177	919
Drain Plug In Upon Arrival	15	18	0	33
Violation Rate	3.0%	7.4%	0%	3.6%
Plants/Animals Found on Arrival	10	14	1	25
Violation Rate	2.0 %	5.7%	0.6%	2.7%
Decon. Required (Denied Launch)	0	0	0	0
Sent Away to Drain Water	15	18	0	33
Last on Mtka.	379	184	132	695
Same Lake Rate	76%	75%	75%	76%

Outbound Watercraft Inspections (LMCD only)

	Carsons Bay	Halstead Bay	Wayzata Bay	Totals
Outbound Inspections	244	135	72	451
Drain Plug In On Exit	10	1	1	12
Didn't Remove When Requested	0	0	0	0
Plants / Animals Found on Exit	41	47	4	92
Decon. Req'd.	1	1	0	2
Next on Mtka.	173	102	51	326
Same Lake Rate	71%	76%	71%	72%
On Lake Less than 24 Hours Rate	205	131	72	408
	84%	97%	100%	90%

SUMMARY

The inspection of incoming and outgoing watercraft has been coordinated on Lake Minnetonka since the early 2000's. The level of watercraft inspection hours has been more comprehensive in recent years and this has occurred because of the partnerships with the MN DNR, TRPD, Hennepin County, and the MCWD. The contracting with the TRPD for watercraft inspectors has been positive.

The final total of inspection hours in 2018 conducted by TRPD was 684 hours. The total cost of the 2018 program implemented on behalf of the LMCD was \$10,000. The TRPD performed some additional inspections to meet the intent of the program and prevent the spread of AIS. This program was made possible through a grant by Hennepin County.



ITEM 11A

LAKE MINNETONKA CONSERVATION DISTRICT

5341 MAYWOOD ROAD, SUITE 200 • MOUND, MINNESOTA 55364 • TELEPHONE 952/745-0789 • FAX 952/745-9085

DATE: January 23, 2019

TO: LMCD Board of Directors

FROM: Vickie Schleuning, *Vickie Schleuning* Executive Director

SUBJECT: Vegetation & AIS Master Plan Updates – Request for Proposal

ACTION

Board review of Request for Proposal (RFP) and approval to move forward with publication and solicitation of a consultant.

The following motions are offered depending on whether the Board wishes to approve or deny the request.

Approval:

I make a motion to approve the publication of the Request for Proposal (RFP) and to authorize the Executive Director to solicit submittals from appropriate sources <with the following changes...>.

Denial:

I make a motion to deny the publication of the Request for Proposal (RFP) <for the following reasons...>.

BACKGROUND

On December 12, 2018, the LMCD Board agreed to proceed with a master plan to identify, prevent, and manage AIS on Lake Minnetonka. On January 9, 2019 the Board authorized the preparation of a request for proposal to contract with an AIS specialist to assist in the development of a lake-wide plan using a holistic, data-driven approach. A draft of a Request for Proposal is attached for your review. In addition, a tentative time frame is included.

With the continuing spread of Aquatic Invasive Species (AIS) including the introduction of starry stonewort in a nearby lake and the uncertainty of hybrid Eurasian watermilfoil, the need for a vegetation and AIS master plan is crucial. Oftentimes, AIS are not effectively eradicated, instead becoming nuisances and hazards that require expensive management to control. The costs of AIS management are significant due to the size of Lake Minnetonka--more than 14,000 acres. Since Lake Minnetonka is one of the busiest lakes in the state, the risk of spread of AIS to other lakes also increases.

ATTACHMENTS

- Request for Proposal – Vegetation & AIS Master Plan
- Request for Proposal and Master Plan Timeline



LAKE MINNETONKA CONSERVATION DISTRICT

5341 MAYWOOD ROAD, SUITE 200 • MOUND, MINNESOTA 55364 • TELEPHONE 952/745-0789 • FAX 952/745-9085

REQUEST FOR PROPOSALS

Update of Lake Minnetonka Vegetation & AIS Master Plan

PROPOSALS DUE: March 15, 2019 at 4:30PM

QUESTIONS AND SUBMISSIONS

Vickie Schleuning, LMCD Executive Director
5341 Maywood Rd, Suite 200
Mound, MN 55364
E: vschleuning@lmcd.org
P: 952.745.0789

Bill Cook, LMCD Board Director
E: bcook@lmcd.org

www.lmcd.org • lmcd@lmcd.org

To preserve and enhance the "Lake Minnetonka experience"

I. PROJECT BACKGROUND AND DESCRIPTION

PURPOSE

The primary focus of this initiative is to develop a holistic and data-driven Vegetation and AIS Master Plan for Lake Minnetonka in order to identify threats, establish risks, establish methods to prevent AIS, develop a system to effectively respond to new AIS, and to evaluate and establish current and potential methods to manage AIS. Implementation of high priority items and a phased approach is also anticipated as part of this project, with the potential of a long-term implementation and monitoring program. The scope includes aquatic invasive species such as plants, animals, algae, and other organisms. It is anticipated the support of other agencies, cities, businesses, neighborhood groups, and interested parties will help facilitate a successful project.

GENERAL BACKGROUND

The Lake Minnetonka Conservation District (LMCD) has prepared and participated in numerous studies of aquatic invasive species (AIS) with emphasis on harvesting and chemical treatments of Eurasian watermilfoil and curly-leaf pondweed. The AIS picture has been changing as new threats appear in Minnesota waters and all treatment methods have come under scrutiny. The most recent identification of starry stonewort in nearby Medicine Lake, underscores the importance of minimizing the risk of exposure for Lake Minnetonka.

AIS often form dense mats of vegetation that hinder boat traffic and other recreational activities and/or replace native vegetation which changes the natural environment of the lake. Often AIS are not effectively eradicated, but rather become species that requires expensive management to control. The costs of management are significant due to the size of Lake Minnetonka--more than 14,000 acres. Further, since Lake Minnetonka is one of the busiest lakes in the state, the risk of spread to other lakes increases. Lake Minnetonka has been infested by AIS such as Asian carp, Eurasian watermilfoil, curly-leaf pondweed, flowering rush, purple loosestrife, and zebra mussels.

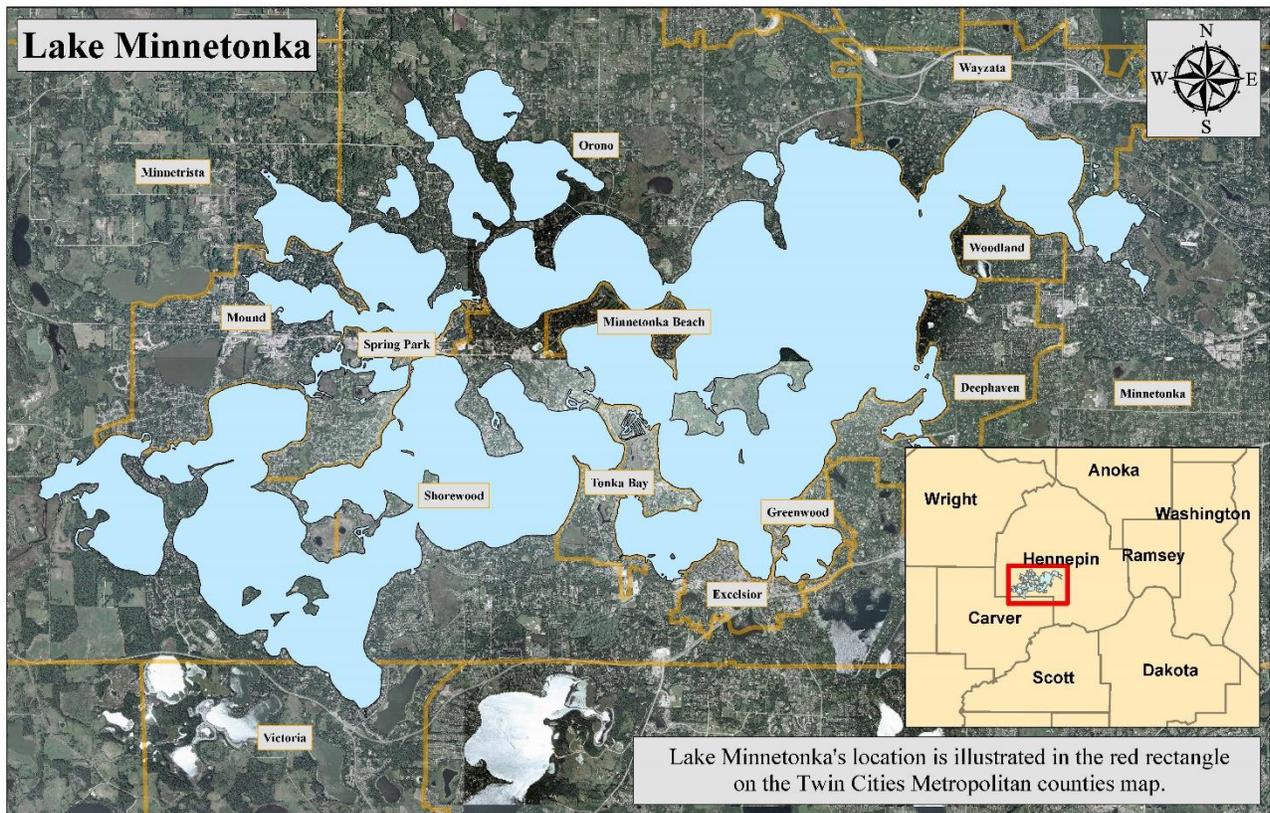
Certain items are to be addressed within this plan as summarized by a motion passed by the LMCD Board in December 2018:

1. Contract with an AIS trained specialist/researcher to accomplish a review of the harvesting program, acre delineation, and develop a monitoring program as part of a starry stonewort plan, including a response plan to other introductions.
2. Board review of the harvesting operation by an independent party to include the entire procedures, personnel qualifications, costs, safety, emergency equipment needs and shortfalls to be in compliance and consider personnel professional certifications that are applicable.

3. Initiate program cost analysis of the program, funding at appropriate level, and determine where revenues come from.

PROJECT LOCATION

The project location involves 42 bays of Lake Minnetonka, within the Minnehaha Creek Watershed District. It borders 14 cities and 2 counties. The lake is surrounded by mostly residential properties yet has a significant amount of commercial entities along the lake. While many residents enjoy the lake, the lake is also a source of recreational enjoyment of the general public. It draws thousands of lake enthusiasts each year from around the country for fishing, regattas, and many other activities. The Lake also provides economic benefits to local businesses, the communities, and the region.



II. PROJECT SCOPE

The primary scope of this project includes preparing a Vegetation and AIS Master Plan for the Lake Minnetonka (Master Plan). This Master Plan includes, but is not limited to, an assessment of the types of risks to Lake Minnetonka; identification of methods for prevention; effective response plans to new AIS introductions; assessment of current management methods; and providing a scientific review of the benefits of the various treatment options as it relates to the threats.

It is expected that a multitude of prevention and management options will be considered in development of the Master Plan, including but not limited to chemical, mechanical, physical, biological, and other control or prevention strategies. This may involve the compilation of existing data from various regulatory agencies, as well as assessing new approaches to lake management. The following items are some expected components of the Master Plan.

1. IDENTIFICATION OF AIS THREATS

- 1.1 Develop and prepare a report with an understanding of the biology of AIS threats such as starry stonewort, their travel mechanism, treatment options, prevention, and management options. This report will form the basis for the LMCD AIS Committee recommendations.
 - 1.1.1 Develop and prepare a report that will identify AIS and the risks posed specific to Lake Minnetonka.
 - 1.1.2 Contact the University of Minnesota Aquatic Invasive Species Research Center (MAISRC) to determine its interest and input.
 - 1.1.3 Contact other relevant agencies such as Minnesota Department of Natural Resources (MNDNR), Minnehaha Creek Watershed District (MCWD), United States Geological Survey (USGS), Three Rivers Park District (TRPD), and Hennepin County (HC) to obtain their respective inputs into a proactive approach to controlling AIS to and from Lake Minnetonka. Assist the LMCD in communications with cities, businesses, residents, Lake Minnetonka Association (LMA), and the general public as needed to obtain any additional feedback.
 - 1.1.4 Identify any funding options, including local, state and federal grants; Legislative-Citizen Commission on Minnesota Resources; Environment and Natural Resources Trust Fund; university grants; and other potential sources.
 - 1.1.5 Prepare a work plan to be approved by the LMCD AIS Committee.

2. PREVENTION OF AIS THREATS

- 2.1 Develop implementable proactive options available to the LMCD to protect public and private boat launches, tributaries, and other AIS travel mechanisms identified above.
 - 2.1.1 Evaluate herbicide and other chemical means of proactive protection options.
 - 2.1.2 Evaluate mechanical means of proactive protection options.
 - 2.1.3 Evaluate biological means of proactive protection options including but not limited to native plant restoration, plant specific organisms, etc.
 - 2.1.4 Evaluate physical and other means of proactive protection options.
 - 2.1.5 Evaluate a mixture of chemical, mechanical, biological, physical and other option combinations.
 - 2.1.6 Identify the impact the various treatments have on each other including any existing treatments. Contact current chemical applicators for their input.
 - 2.1.7 Identify the permits needed to operate a proactive starry stonewort protection plan.
 - 2.1.8 Identify the first year and following year costs to implement the options identified.
 - 2.1.9 Present identified options to the LMCD AIS Committee for discussion and development of recommendations to the LMCD Board of Directors.
- 2.2 Identification and Mapping of AIS and Vegetation
 - 2.2.1 Provide mapping of each bay using Hennepin County GIS as a base map.
 - 2.2.2 Obtain AIS delineations (current and historical) on file with MNDNR, MCWD, HC lake service providers, LMA, LMCD, and other parties to develop initial delineation map.
 - 2.2.3 Maintain a GIS level of bathometric lake depths.
 - 2.2.4 Maintain historical information in GIS.
 - 2.2.5 Provide GIS system capability to include protected vegetative species as well as AIS.
 - 2.2.6 Provide fees and scopes for two levels of delineation such as visual survey of AIS at 10-foot contour intervals and GPS based point-intercept survey (50-meter grid) similar to a Lake Vegetation Management Plan or Core of Engineer study.
 - 2.2.7 Provide a map of vegetation that will satisfy MNDNR permit requirements for AIS control.

3. RESPONSE TO AIS INTRODUCTIONS

- 3.1 Prepare a starry stonewort Emergency Action Plan that can be used as a framework for starry stonewort and other AIS threats observed in Lake Minnetonka.

4. MANAGEMENT OF AIS

- 4.1 Provide an assessment of current mechanical harvesting programs and management activities.
 - 4.1.1 Provide a scientific review of the benefits and liabilities of the current LMCD Harvesting Program methods and procedures, and determine the program's effectiveness in meeting its goals.
 - 4.1.1.1 Provide an evaluation of harvesting impacts on native plants and animals including milfoil weevils and other macroinvertebrates.
 - 4.1.1.2 Provide options and costs for the restoration of native plant communities.
 - 4.1.2 Provide an experienced review of the Harvesting Program focusing on staffing and qualifications, training, equipment, maintenance, safety, field supervision and implementation of the existing program.
 - 4.1.3 Provide the information needed for the LMCD Board to determine whether or not to continue the LMCD Harvesting Program in its current form.
 - 4.1.4 Provide an analysis of expanding, reducing, or maintain the current scope of the LMCD Harvesting Program.
 - 4.1.5 Provide a financial summary that accurately reflects all costs associated with the current AIS program (including weighted salaries, equipment depreciation, etc.).
 - 4.1.6 Provide a cost comparison (showing current, 5-year, 10-year, 20-year) of actual costs to implement an LMCD Harvesting Program with the proposed changes to the cost of hiring private contractors.
 - 4.1.5 If the recommendation is to continue the program, recommend changes to the existing program and assist in determining the funding necessary to implement those changes.
- 4.2 Provide an assessment and scientific review of the chemical treatments, costs, benefits, and long-term impact to the lake.
 - 4.2.1 Develop a recommendation for chemical/herbicide treatment and associated benefits and liabilities in meeting its goals.

- 4.2.1.1. Provide an evaluation of chemical impacts on native plants and animals including milfoil weevils and other macroinvertebrates.
- 4.2.1.2 Provide options and costs for the restoration of native plant communities.
- 4.2.2 Provide a risk assessment regarding chemical treatments and hybrid AIS and new AIS.
- 4.3 Provide information regarding the scope and types of AIS management (mechanical, chemical, physical, etc.) that is occurring through private parties such as residents, businesses, and others; and the impact to the Lake, AIS, and vegetation.
- 4.4 Provide “what if” scenarios regarding elimination of current activities and alternative options.
- 4.5 Provide an assessment of potential and new methods and activities that could be used to better manage AIS on Lake Minnetonka.
- 4.6 Explore options for integration of existing and/or new methods.

5. AIS PROGRAM ASSISTANCE

- 5.1 Provide ongoing assistance to the LMCD Board in maintaining the AIS management program.

III. SUMMARY OF DELIVERABLES

1. Provide an appropriate level of scoping and coordination to develop a holistic Vegetation and AIS Master Plan. Review background information and determine appropriate levels of analysis and implementation for all elements of the Master Plan.
2. Provide minutes of any meetings with Committees, stakeholders, etc. conducted as part of the process.
3. Prepare draft Master Plan review by the LMCD AIS Committee.
4. Provide memo outlining the information and basis for elements of the Master Plan. Prepare and present options to the LMCD AIS Committee.
5. Parts of the plan may be conducted in parallel with timeline of the Master Plan such as the starry stonewort prevention and response action plan, vegetation and AIS inventory and mapping, and review of LMCD harvesting program.
 - 5.1 Include a starry stonewort Emergency Response Action Plan in the event starry stonewort is identified in Lake Minnetonka. Identify any proactive approaches to prevent starry stonewort from entering the lake.

- 5.2 Provide shapefiles or other files required to allow the LMCD to complete mapping of AIS in electronic format suitable for use in the LMCD GIS system.
8. Deliver presentation suitable for the LMCD Board, e.g., PowerPoint, etc.
9. Support required permit applications with technical information as needed. LMCD will make application and prepare documentation.
10. Prepare and present recommendations for implementation requirements, costs, timelines, and an implementation plan to the LMCD AIS Committee.

IV. HIGH-LEVEL TIMELINE & SCHEDULE

The consultant will prepare a Vegetation and AIS Master Plan for Lake Minnetonka. This plan includes, but is not limited to, an assessment of the types of risks to Lake Minnetonka; identification of methods for prevention, effective response plans to new AIS introductions, assessment of current management methods; and providing a scientific review of the benefits of the various treatment options as it relates to the threats.

Elements of the Master Plan may be implemented simultaneously depending on the proposal, recommendations, and needs. A few desired deliverables of the plan implementation are highlighted in the tentative timeline. The LMCD will work with the consultant regarding the final timeline and schedules.

To move forward the overall plan and to ensure the implementation of high priority items during the 2019 recreational boating season, a threat assessment and proactive starry stonewort plan is desired to be completed in the initial phases.

The work of vegetation inventory and mapping is likely to occur over multiple annual budget periods due to its nature and vegetation lifecycle, depending on the scope of this item.

Additional ongoing AIS consulting is anticipated through December 2019, with the potential to add additional years to the scope for implementation of the plan and at a mutually agreed level of funding.

Tentative High-Level Timeline & Schedule	
Submission Deadline	03/15/019
Committee Review of Top Candidates	03/29/2019
Committee Meeting with Top Candidates	Week of 04/01/2019
Board Award of Professional Services Agreement	04/10/2019
Professional Services Agreement Start Date	As soon as possible
Master Plan Prepared	05/15/2019
Starry Stonewort Prevention & Response Plan	06/15/ 2019
Vegetation/AIS Inventory & Mapping	09/30/2019
Harvesting Program Review	12/31/2019
Implementation of Master Plan Begins	Phases To Be Determined

V. PROFESSIONAL SERVICES AGREEMENT & COST ESTIMATES

The LMCD intends, but is not obligated, to award a professional services agreement to complete the development of the Vegetation and AIS Master Plan for Lake Minnetonka. Initial funding and reimbursement will be based on hourly rates and expenses up to \$50,000 for the development of the plan and implementation of priority phases of the plan. The implementation of the Master Plan will likely occur over multiple budget cycles.

Options, alternatives, and proposed timelines are acceptable for each section of the proposed Master Plan. The proposal shall outline costs for each section and alternatives of the plan. This also includes the vegetation identification and mapping activities. The timeline may change based on applicant recommendations.

The party that is chosen will be required to sign a Professional Services Agreement similar to the agreement attached to this RFP, and it may be modified depending on the specifics of the proposal.

The selected consultant will be required to provide comprehensive general liability, and worker's compensation insurance, property and automobile coverage and errors and omissions insurance with the LMCD listed as a named insured. Levels of insurance shall be as stated in the Professional Services Agreement.

REFERENCE MATERIALS

The following references are available to obtain current and background information.

1. LMCD Comprehensive Eurasian Watermilfoil and Curly-Leaf Pondweed Management Plan 2013
2. Additional historical reports and studies can be found at LMCD website, www.lmcd.org.

VI. LMCD BOARD INVOLVEMENT

The LMCD Board will review and approve the scope of work, the procurement process, the proposals, the results of each scope item and the conclusions of the work. Any follow-up work, or work out of scope of the project, must be approved by the Board prior to commencing the work.

VII. PROPOSAL AND SELECTION PROCESS

PROPOSALS

Proposals must be submitted digitally and identify the following:

1. The experience and qualifications of the company, agency, or lead scientist with a brief explanation of their relevance to this project.
2. The experience and qualifications of the project manager, if different than the person identified in paragraph 1 with a brief explanation of the relevance to this project.
3. An assessment of the proposer's ability to complete the work in the timeframe of the RFP.
4. Any scope suggestions, alternatives, or options made by the proposer to increase the value of this work.
5. An hourly budget for each task item in the scope of work and anticipated total costs.
6. Hourly rates for the lead scientist and project manager and anticipated total costs.
7. Subcontracted scope of items and estimated costs for those items.
8. Proof of insurance and W-9 and corporate/individual licenses necessary to conduct this type of work in Minnesota.
9. References of at least three individuals or organizations that can provide feedback about past projects.

INITIAL SCREENING

Upon receipt of the proposals, the LMCD Selection Committee will rank them based on the following in priority order. Interviews will be held with at least the top two to four applicants.

1. The experience and qualifications of the proposer relevant to this project.
2. Clarity and completeness of the proposal.
3. The soundness of the consultants proposed methods and approach to the work, e.g., consultant's plan for stakeholder engagement, coordinating existing data with new data
4. Positive scope suggestions that add value and will benefit the LMCD mission of "preserving and enhancing the Lake Minnetonka experience."
5. The hourly budgets for each task item and estimated total costs.
6. The ability to complete the work in the schedule provided or agreed upon.

The LMCD will conduct initial screening of the applicants obtaining comments from various agencies and entities relative to the RFP.

INTERVIEWS

Applicants that are chosen from the initial screening will be interviewed by the LMCD Selection Committee. The selection Committee may include each of the LMCD Board officers (4), the Executive Director (1), a non-officer board member (1), a member from the public (1), and other possible parties.

RECOMMENDATION TO THE BOARD

Based on the proposals, the interviews and any additional information requested and received by the LMCD, the selection committee will make its recommendation to the LMCD Board.

LMCD RFP Vegetation and AIS Master Plan Tentative Timeline

01/18/2019

The following is the tentative timeline for the Request for Proposal (RFP) Process. It is subject to change depending on proposals and recommendations.

Activity	Date
Board Review and Direction of Draft V2 RFP	01/23/2019
Send to Agencies and Interested Parties for Input	01/25/2019
Deadline for Response from Agencies and Interested Parties	02/05/2019
Review and Revise RFP with Committee	02/06/2019
Board Final Review and Approval of RFP	02/13/2019
Publish and Distribute RFP	02/15/2019
Applicant Submission Deadline	03/15/2019
Committee Review of Top Candidates	03/29/2019
Committee Meeting with Top Candidates	Week of 04/01/2019
Board Award of Professional Services Agreement	04/10/2019
Agreement Start Date	As soon as possible
Vegetation & AIS Master Plan Prepared	05/15/2019
Starry Stonewort Prevention & Response Plan Prepared	06/15/ 2019
Vegetation/AIS Inventory & Mapping- TBD	09/30/2019
Harvesting Program Review Report	12/31/2019
Implementation of Master Plan Begins-	Phases To Be Determined



ITEM 11B

LAKE MINNETONKA CONSERVATION DISTRICT

5341 MAYWOOD ROAD, SUITE 200 • MOUND, MINNESOTA 55364 • TELEPHONE 952/745-0789 • FAX 952/745-9085

DATE: January 23, 2019

TO: LMCD Board of Directors

FROM: Vickie Schleuning, *Vickie Schleuning* Executive Director

SUBJECT: LMCD Board Self Evaluation

ACTION

Board discussion regarding completed self-evaluation form.

BACKGROUND

As part of the LMCD 2017/2018 Strategic Plan, the Board identified the development of a self-evaluation process as a strategic initiative. Therefore, a self-evaluation form was provided for your completion on January 9, 2019. The self-evaluation was also made available in a digital format. The Board decided to have the deadline for completing the Board Self-Evaluation as January 23, 2019.

A copy of the results will be provided at the February 13, 2019 Board meeting for further discussion.

The Board self-evaluation process and sample forms were discussed by the Board at a Work Session on September 26, 2018. Director Deborah Zorn and staff developed a draft self-evaluation tool for the whole Board to review at this meeting. A final draft was provided for review on December 1, 2018. The self-evaluation form was finalized based on comments and made available for the Board after the January 9, 2019 LMCD Board meeting at which the Board approved the self-evaluation form.

CONSIDERATIONS

- How will the evaluation results be used to determine alignment with the mission of the LMCD?
- In what manner can the evaluation results guide the operations and effectiveness of the overall Board, individual Board members, and organization?

ATTACHMENTS

- Self-Evaluation Form



LAKE MINNETONKA CONSERVATION DISTRICT
 To preserve and enhance the "Lake Minnetonka experience"

LMCD Board Director Self-Evaluation 2018

Name: _____

Date: _____

	Considerations	5 Strongly Agree	4 Agree	3 Uncertain	2 Disagree	1 Strongly Disagree
	EFFECTIVE GOVERNANCE					
1.	Structural pattern (board, officers, committees, executives and staff) is clear, delineated in bylaws, and followed by board.					
2.	The board has adopted and uses, explicit measures of progress toward identified outcomes.					
3.	Board regularly evaluates and develops yearly goals with the executive director.					
4.	All necessary skills, stakeholders and diversity are represented on the board.					
5.	Board culture encourages and welcomes open discussion, even when members disagree.					
6.	Board regularly assesses itself as a whole and also board member participation individually.					
7.	Board has a packet of materials for new board members and an orientation process for them.					
8.	Board has a board agreement, a whistleblower policy and a conflict of interest policy that all board members must sign and follow.					
9.	A strategic process is in place for developing the board.					

	Considerations	5 Strongly Agree	4 Agree	3 Uncertain	2 Disagree	1 Strongly Disagree
10.	The board regularly monitors financial performance and projections.					
	OPERATIONAL EFFECTIVENESS					
11.	Board meetings are adequate in length and help at the right time of the day.					
12.	There are adequate number of well-functioning board committees and work groups.					
13.	Board is attentive to building leadership capacity on both board and staff.					
14.	Board attends to policy-related decisions that effectively guide operational activities of staff.					
15.	Board receives regular reports on finances/budgets, services/program performance and other important and timely matters.					
16.	Board helps set fundraising goals and is actively involved in some aspect of fundraising (Save-The-Lake).					
17.	Board effectively represents the organization to the community (i.e. has an “elevator speech”).					
18.	Board meetings effectively facilitate focus and progress on important organizational matters with reporting kept to a minimum.					
19.	The board reviews the compensation of the Executive Director based on industry standards.					
20.	Board has an emergency succession plan for executive director.					

	Considerations	5 Strongly Agree	4 Agree	3 Uncertain	2 Disagree	1 Strongly Disagree
21.	The board reviews the audit report and has an opportunity to ask questions of the auditor at an exit conference.					
22.	Board discussions focus on the organization's future not it's past.					
INDIVIDUAL CONTRIBUTION						
23.	Board has a full and a common understanding of the roles and responsibilities of the board.					
24.	Board members understand the organization's mission, vision and services/programs					
25.	Board members actively participate in strategic planning and ongoing strategic thinking.					
26.	Board members are sufficiently knowledgeable to ask meaningful questions about finances and financial management.					
27.	Each member of the board feels involved and interested in the board's work.					

QUESTIONS:

1. What specifically would help to make you a more engaged board member?

2. Please list the three to five issues on which you believe the board should focus its attention in the next year. Be as specific as possible in identifying these points.

a.

b.

c.

d.

3. In ten years, what do you believe will be the single most important impact that the LMCD should have on the communities it serves? The lake? Other stakeholders?



ITEM 12A

LAKE MINNETONKA CONSERVATION DISTRICT

5341 MAYWOOD ROAD, SUITE 200 • MOUND, MINNESOTA 55364 • TELEPHONE 952/745-0789 • FAX 952/745-9085

DATE: January 23, 2019

TO: LMCD Board of Directors

FROM: Vickie Schleuning, *Vickie Schleuning* Executive Director

SUBJECT: LMCD Executive Director Evaluation Process

ACTION

Board discussion regarding process for the 2018 annual evaluation of the Executive Director.

BACKGROUND

In early 2018, the Board used the attached evaluation form to evaluate the Executive Director's performance in 2016/2017. A paper version is attached for the Board to review. The evaluation should be completed in the digital format that will be made available to the Board.

Please complete the online version of the evaluation by January 31, 2019 in preparation for a closed-session review of the Executive Director's 2018 performance at a future Board meeting. Board Secretary Ann Hoelscher will be coordinating this process.

ATTACHMENTS

- Executive Director Annual Evaluation Form (Paper Version)



Annual Core Competency Assessment for the Executive Director

Performance Review Cycle: Jan–Dec 2018

The role of the Executive Director enables the Board to accomplish its policy outcomes. The Executive Director does this by working with staff to facilitate the achievement of Lake Minnetonka Conservation District strategic objectives.

The core competency assessment reviews the Executive Director’s skill and expertise in facilitating the processes necessary to oversee and conduct the LMCD’s business. Complete your review on-line using this form.

Instructions for completing the 2018 Performance Review rating form:

Please note that you will complete this form online, but this paper version is provided for your review and instructions. Please do not submit a paper copy. If you need assistance, please contact Ann Hoelscher at 612-965-6645 or ahoelscher@lmcd.org. General questions about the Online System may be directed to Executive Director Vickie Schleuning.

Review Instructions

The Core Competency Assessment form identifies ten competencies. Each competency has several behavioral elements. Rate each of the sets of behavior within the competencies.

In using the rating criteria, consider the performance of the Executive Director for the entire Perspective and score performance based on the following five-point scale:

- Consistently Exceeds Expectations = 5
- Sometimes Exceeds Expectations = 4
- Meets Expectations = 3
- Sometimes Below Expectations = 2
- Consistently Below Expectations = 1

On the online system, you will check the statement that best describes the competency behaviors.

You may comment at the end of each competency. Be specific in describing performance. Describe her behavior, steps that should be taken such as: stop doing, start doing, and/or keep doing. The overall rating for the annual review will be calculated through the online system based on the Board members answers.

The link to the online survey review will be emailed to Board Members. The survey will look different than the paper copy due to the automation. Please complete the evaluation by **January 31, 2019**. **DO NOT SHARE YOUR EVALUATION WITH OTHER BOARD MEMBERS.**



Year End Review of Executive Director Competencies

1. Strategic Agility – Under the Board’s overall direction, guides, inspires, and motivates others to excel in the pursuit of LMCD’s vision, mission, and goals. Sees ahead clearly, recognize and change direction when warranted, anticipate future consequences, and interprets trends accurately.

Rating Key:

	5 = Exceeds Expectations	4 = Sometimes Exceeds Expectations	3 = Meets Expectations	2 = Sometimes Below Expectations	1 = Below Expectations	Rating
a	Instrumental in engaging the Board and key stakeholders in crafting a strategy for the LMCD.	Sometimes engages the Board.	Works with the Board in creating a clear strategy for the LMCD.	Not consistent in engaging the Board with strategy ideas.	Doesn't think or talk about strategy with the Board or other member stakeholders.	
b	Seen as a thought leader in developing and implementing strategies that promote and protect Lake Minnetonka for years to come.	Sometimes acts like a thought leader.	Links strategies to operational results, so that people see how work relates to vision and values of the LMCD.	Some goals not aligned with overall strategic priorities.	Strategy and operations are not aligned, they are two separate processes. Does not come up with new thoughts or ideas. Seen as passive.	
c	Finds ways to strategically address unexploited opportunities for improving the quality of the lake.	Comes up with one or two good strategies.	Listens to the LMCD's customers in order to develop realistic strategies.	Does not listen to stake holders' strategic ideas and needs.	Internally focused and resistant to change. No actions toward plan completion.	
d	Positions LMCD as a strategic governmental agency in the State of Minnesota, transforming the way people think about water and lake use.	LMCD seen as a strong agency thanks to ED's efforts.	Competitively positions LMCD. Speaks about strategic issues, where the LMCD should be going in the future.	Few if any thoughts of competitive issues or challenges.	Sees LMCD as just another typical organization no different from any other public agency. No thought leadership provided to the Board.	

Total Points = _____ ÷ 4 = Performance Rating For This Competency:

Comments regarding this competency. Start doing, stop doing and keep doing comments:



Year End Review of Executive Director Competencies

2. Communicating Vision and Purpose – Demonstrates leadership by communicating the Board’s compelling and inspired vision and mission for the LMCD. Makes the vision and organizational values sharable by everyone. Communicates the Board’s strategies, objectives, and mileposts to member cities, partner organizations and other stakeholders to rally support behind the vision. Inspires and motivates stakeholders to appreciate the importance of Lake Minnetonka to the region.

Rating Key:

5 = Exceeds Expectations

4 = Sometimes Exceeds Expectations

3 = Meets Expectations

2 = Sometimes Below Expectations

1 = Below Expectations

Rating

	5 = Exceeds Expectations	4 = Sometimes Exceeds Expectations	3 = Meets Expectations	2 = Sometimes Below Expectations	1 = Below Expectations	Rating
a	Influences and inspires key decision-makers to support, create and pursue strategic organizational goals and objectives.	A good communicator of the vision and purpose.	In discussions with others, regularly assesses the gaps in current strategies, investigates opportunities for improvement, and realigns the organizational strategy.	Inconsistent in communicating the vision and purpose.	Fails to discuss the LMCD’s vision and purpose with key decision makers. Is not engaged and does not promote the vision and mission.	
b	Continually revisits, models, and discusses the organization’s vision, mission, and strategic goals with others to ensure a clear strategic direction and alignment with day-to-day operations.	Proactive in communicating the vision at times.	At planned events, models the organization’s vision, mission, values, and strategic goals in word and deeds.	Sees no need to talk about abstract ideas like vision and mission. Tactical manager.	Believes that “once is enough” when communicating vision and purpose to stakeholders.	
c	With the Board, helps create a mission driven culture by rallying people to the organization’s vision, mission, and goals.	With Board help, fosters a culture that works on high performance.	Follows through to reinforce the culture, demonstrates the understanding that others are more influenced by behavior than mere words.	Is passive and not a good communicator of the vision and mission.	Behaviors do not match the words, culture, vision, and/or purpose of the LMCD. Overly tactical.	
d	Learns from the past, lives in the present, and creates a compelling future for the LMCD.	With Board direction, works on future plans for the LMCD.	Focuses on the present and how to implement the LMCD’s vision and mission.	Waits for others to tell him what to do in the area of strategy.	Needs to be prodded to send out communications to stakeholders.	

Total Points = _____ ÷ 4 = Performance Rating For This Competency:

Comments regarding this competency. Start doing, stop doing and keep doing comments:



Year End Review of Executive Director Competencies

3. Analytical Thinking and Planning – With the Board, assesses and determines the length and difficulty of projects, plans, and major tasks. Breaks out the work to be done by setting objectives and action steps with schedules. Anticipates and adjusts for problems. Measures performance against objectives. Evaluates results to improve business goals.

Rating Key:

5 = Exceeds Expectations

4 = Sometimes Exceeds Expectations

3 = Meets Expectations

2 = Sometimes Below Expectations

1 = Below Expectations

Rating

	5 = Exceeds Expectations	4 = Sometimes Exceeds Expectations	3 = Meets Expectations	2 = Sometimes Below Expectations	1 = Below Expectations	Rating
a	With the Board, creates a strategic framework for organizational activities, needs and priorities and oversees planning implementation and progress.	With Board help, creates a clear plan of action for the LMCD.	Implements effective action plans that mobilize necessary resources to support day to day workflow and address key work issues.	Needs to be prodded to develop action plans.	Lack of progress on work. Demonstrates discomfort with planning, structure and work flow. Avoids specific action plans.	
b	Critically evaluates the results of plans to reflect on and improve organizational goals.	When the Board asks for evaluations, he does a good job.	Reviews plan outcomes to see if the plan was successful.	Reluctant to evaluate plans.	Plans are not evaluated or improved from year to year.	
c	Provides leadership in organization wide strategic and operational planning to forecast, plan, and manage current and future work needs.	Contributes new ideas to the action plans and strategies.	Actively participates in LMCD planning activities. Implements the Board's policies.	When told to plan will do it and plans come in late and incomplete.	Planning is primarily reactive. Crisis mode much of the time.	
d	Utilizes a variety of creative planning techniques to generate new perspectives and solutions to new and reoccurring problems.	Has good ideas once in a while.	Under Board direction, planning steps result in a clear sequence of actions to achieve the desired outcomes.	Thinking on some plans lacks a logical sequence of activities and poor outcomes result.	Consistently goes into "analysis paralysis" - fails to act. Projects take too long.	
e	Seeks collaborative relationships with internal and external stakeholders who have overlapping and/or conflicting issues early in the planning process.	Sometimes partners with others to create good work plans.	Works with key decision makers in the planning process to develop effective plans.	Prefers to make decisions in a silo, without involving others.	Does not involve the right people in the planning process, and consequently plans are not well accepted. Partners want to avoid LMCD.	

Total Points = _____ ÷ 5 = Performance Rating For This Competency:

Comments regarding this competency. Start doing, stop doing and keep doing comments:



Year End Review of Executive Director Competencies

4. Decision Making – Uses sound judgment. Makes timely and effective decisions based on: understanding the decision to be made, evaluating alternative choices, and choosing the best alternative based on assessing the risk/reward of each option.

Rating Key:

5 = Exceeds Expectations

4 = Sometimes Exceeds Expectations

3 = Meets Expectations

2 = Sometimes Below Expectations

1 = Below Expectations

Rating

	5 = Exceeds Expectations	4 = Sometimes Exceeds Expectations	3 = Meets Expectations	2 = Sometimes Below Expectations	1 = Below Expectations	Rating
a	Serves as an expert advisor to the Board and others in analysis, decision making and in implementing creative decisions.	At times makes great decisions.	Demonstrates an ability to make good technical decisions that are also well accepted by others.	Shows no rational process for making decisions, and results turn out poorly.	Inconsistent in consulting with the Board before making key decisions.	
b	Makes sound decisions by analyzing alternative options that consider both the technical quality of the decision as well as the impact of the decision on the people involved.	Some decisions are great.	Makes good decisions based upon a mixture of analysis, wisdom, experience and judgment.	Inconsistent, some decisions are poor and not well accepted.	Decisions are technically good, but lack the support of others in the organization to implement them.	
c	Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and/or pressure.	At times will make a great decision in a timely manner.	Consults with the Board and shows a bias for action when a choice has to be made. Is decisive.	At times, fails to act and decisions are delayed.	Unable to make quick decisions when timely choices are called for. Issues drag on and do not get satisfactorily resolved.	
d	Determines the criteria for choosing the best option, creates alternative choices, and weighs the alternatives in order to make the best decision.	Makes effective decisions even when emotions run high.	Demonstrates effective decision making that focuses on the truly important things.	Lets emotions negatively impact the quality of her decisions.	Shows a pattern of making poor decisions and bad judgment.	
e	Involves diverse groups in the decision making process, and considers the impact of the alternative choices on all stakeholders before deciding on a course of action.	Will collaborate at times with others to make good decisions.	Involves others in the decision making process to help ensure that decisions are implemented.	Sometimes fails to work with others and decisions are made in a vacuum.	Decisions are often made without input from others.	

Total Points = _____ ÷ 5 = Performance Rating For This Competency:

Comments regarding this competency. Start doing, stop doing and keep doing comments:



Year End Review of Executive Director Competencies

5. Listening – Communication Skills – Pays close attention to the other person, heard and observed not only the words used, but also the body language to better understand the ‘meaning’ of the message. Communicates understanding to the speaker. Stimulates the exchange of information by translating messages to other audiences.

Rating Key:

	5 = Exceeds Expectations	4 = Sometimes Exceeds Expectations	3 = Meets Expectations	2 = Sometimes Below Expectations	1 = Below Expectations	Rating
a	Effective and discerning in style, tone, and content when presenting and listening to complex or controversial ideas. Gets at the meaning of the message.	Actively listens for the meaning of the message. People feel heard around him.	Uses listening/communication skills to stimulate collaboration across functions with all levels of staff.	Sometimes interrupts others and presses to get her own message out first.	Listens/communicates with preferred groups only. Frequently interrupts others when speaking.	
b	Uses empathy to gain a deeper understanding of the message being sent. Considers other points of view.	Considers the viewpoint of others when communicating.	Uses active listening to encourage and better understand the <i>meaning</i> of the message.	Shows little or no empathy when communicating with others, is not seen as approachable.	Tapes conversations with others, creates a climate of mistrust where form becomes more important than substance.	
c	Reads people well, picks up on the non-verbal part of the message, and responds to the meaning of both the words used and the message.	Sensitive to the non-verbal part of the other person’s message, a good listener.	Uses listening skills to understand what is being said before attempting to be understood.	Fails to pick up on the non-verbal part of the message and misses the meaning of some messages.	Dismissive of others. Difficult to communicate with - often misinterprets the communications of others.	
d	Repeats key messages, over-communicates to make sure others understand the message.	Uses a summary reflective statement to encapsulate the ideas of a meeting.	Views and positions are stated and advocated clearly and respectfully.	Pushes own points in conversations without responding to others.	Jumps to conclusions and makes unwarranted assumptions.	

Total Points = _____ ÷ 4 = Performance Rating For This Competency:

Comments regarding this competency. Start doing, stop doing and keep doing comments:



Year End Review of Executive Director Competencies

6. Handling Conflict and Difficult Situations – Builds trust that allows conflicts to surface. Steps up to conflict and difficult situations. Views difficult situations as opportunities. Reads situations quickly and can hammer out tough agreements and settle disputes effectively. Finds common ground and gets cooperation with minimum complaints.

Rating Key:

	5 = Exceeds Expectations	4 = Sometimes Exceeds Expectations	3 = Meets Expectations	2 = Sometimes Below Expectations	1 = Below Expectations	Rating
a	Anticipates and reduces potential Board conflicts before they blow up, proactively takes steps to resolve differences in a respectful and skilled manner.	Not afraid to have a candid conversation with someone when necessary.	Recognizes conflicts as they begin to emerge, utilizes LMCD resources when appropriate and responds in a timely manner.	Blames others for her problems and creates negative stories about them to avoid accountability.	Is often blindsided by conflict, doesn't see it coming.	
b	Is able to proactively identify underlying conflicts and works to resolve them.	Sometimes will take a risk to start a courageous conversation.	Allows others to vent their emotions, and focuses on the issues in the conflict to work through the problem/situation.	Let's problems fester for long periods of time without resolving them.	Tends to just give in as a way to resolve conflict. Issues don't get resolved.	
c	Deals with conflict through a variety of creative problem solving methods to achieve the best solution for all parties.	Has a tactful way of engaging others and dealing with conflict.	Recognizes that a part of her job is to effectively manage disagreements and difficult situations and does so willingly.	Sometimes attacks others causing them to be defensive.	Avoids conflict, sees all conflict as negative. Minimizes issues, there is no closure.	
d	Takes learnings from past conflicts and applies those insights to new situations.	At times uses conflict skills to help deal with people in other situations.	Demonstrates an ability to learn from previous conflicts.	Allows patterns of bad behavior to exist by failing to deal with them.	Gets defensive, relies on legal formalities to protect himself. Fails to learn from past conflicts.	

Total Points = _____ ÷ 4 = Performance Rating For This Competency:

Comments regarding this competency. Start doing, stop doing and keep doing comments:



Year End Review of Executive Director Competencies

7. Organizational Expertise. Effectively translates the LMCD Board's values, goals, and objectives into efficient, responsive, and effective operational procedures, practices, and priorities. Understands, builds, and maintains relationships with internal and external stakeholders to maximize both short- and long-term department and organizational goals. Knows how to get things done in a political environment, avoiding the landmines.

Rating Key:

	5 = Exceeds Expectations	4 = Sometimes Exceeds Expectations	3 = Meets Expectations	2 = Sometimes Below Expectations	1 = Below Expectations	Rating
a	Effectively influences both formal and informal channels within LMCD and its partners to get things done in an effective manner.	Works well with a wide variety of people to get the job done.	Uses key organizational structures, processes, procedures, and the Board to effectively move programs and projects to completion.	Fails to engage the right people to get work accomplished.	Issues get bogged down. Does not work well with formal or informal channels.	
b	With the Board, assesses and utilizes the implications of current and future stakeholder demands when establishing LMCD priorities and goals.	Will sometimes do a survey or get stakeholder needs identified.	Knows how to get initiatives launched, and avoids the land mines.	Avoids getting input from other groups when working on key issues in the organization.	Lacks political savvy. Other member cities and partners want to avoid working with the LMCD.	
c	Keeps the Board out front on key issues and ensures that they get the credit they deserve for creating and implementing strategic initiatives.	Will sometimes take the lead on a change issue and steer in through to completion.	Decisions are made with the support and backing of the majority of Board members.	Issues are not resolved due to lack of getting them moved through the approval process.	Gets ahead of the Board. Decisions are made in a vacuum, not taking organizational and customer needs into account.	
d	Establishes and maintains an organizational climate that encourages involvement from member cities and partners.	Gets selected cities and partners involved in change efforts.	Uses leadership role and LMCD knowledge to support and align organizational goals.	Fails to reach out to member cities/partners to get their buy-in on major initiatives and change efforts. Poor outcomes result.	Spends too much time analyzing the protecting her own position. Climate of fear results.	

Total Points = _____ ÷ 4 = Performance Rating For This Competency:

Comments regarding this competency. Start doing, stop doing and keep doing comments:



Year End Review of Executive Director Competencies

8. Working with the LMCD Board – Works with the Board while maximizing both self and others performance and capabilities. Works with, utilizes, and appreciates diverse styles to get objectives effectively accomplished. Demonstrates flexibility and matching skills in order to adapt with others’ work styles, communication styles, and personalities. Stays ahead of the Board and frequently communicates with all members, avoids surprises.

Rating Key:

	5 = Exceeds Expectations	4 = Sometimes Exceeds Expectations	3 = Meets Expectations	2 = Sometimes Below Expectations	1 = Below Expectations	Rating
a	Works well with all members of the Board, adjusting own style to match the other person.	Sometimes works with a majority of Board members to get work done.	Works effectively with diverse Board members.	Consistently fails at getting a majority of the Board behind key issues.	Only works well with preferred individuals or select Board members. Avoids the others.	
b	Creates a strong morale and team spirit throughout the LMCD.	Translates the Board’s culture with staff and partners.	Demonstrates a willingness to work with all Board members.	Board is not on the same page with numerous issues.	Doesn’t create a common purpose or common challenge. Fails to build a cohesive Board.	
c	Works with a wide variety of Board members, maximizing individual strengths in order to create a feeling of belonging.	Attempts to form collaborate teams with some Board members and projects.	Works with most Board members to define success in terms of the entire LMCD organization.	Works with just a few Board members who seem to “like” him, ignoring the others.	Prefers to work individually when needed as a staff member to implement Board policies. Has favorite Board members.	
d	Finds creative methods to involve and support Board members and other key stakeholders.	Sometimes gets partners and Board members working together to implement projects.	When directed, is able to maintain open dialogue between Board members and other groups.	Sometimes fails to find a common ground to work with the Board and its partners.	Does not trust all Board members, uses legalese to protect and defend personal positions.	
e	Demonstrates an understanding of why others operate the way they do. Uses this knowledge to help build a high performance Board.	At times knows how to get initiatives launched with broad Board support.	Knows when Board committees are needed and when they are not appropriate.	Sometimes fails to follow basic Board protocol and procedure resulting in work not getting done.	Does not understand how Boards operate and get work done. Spends more energy on procedural rules than getting work done.	

Total Points = _____ ÷ 5 = Performance Rating For This Competency:

Comments regarding this competency. Start doing, stop doing and keep doing comments:



Year End Review of Executive Director Competencies

9. Honesty and Integrity – Protects the LMCD’s reputation by acting with honesty and integrity. Demonstrates personal integrity and competence. Promotes the belief that every employee of the LMCD has a stake in the LMCD’s reputation. Always represents the LMCD in the best manner possible. Demonstrates that personal and organizational integrity are interrelated. Represents the ‘brand’ that LMCD presents to the public.

Rating Key:

5 = Exceeds Expectations

4 = Sometimes Exceeds Expectations

3 = Meets Expectations

2 = Sometimes Below Expectations

1 = Below Expectations

Rating

	5 = Exceeds Expectations	4 = Sometimes Exceeds Expectations	3 = Meets Expectations	2 = Sometimes Below Expectations	1 = Below Expectations	Rating
a	Is widely trusted by internal and external stakeholders, both professionally and personally.	Most Board members trust and work well with the Executive Director.	Is trusted by others. Seen as a person of integrity.	Sometimes cuts corners to get work done. Appears to have a hidden Agenda at times.	Integrity or honesty is questioned. Questions the honesty of others, uses rules and lawyers to protect himself.	
b	Consistently demonstrates that holding a public office is the same as holding a public trust.	Sets a good example for LMCD staff on how to behave.	Understands the importance of honesty and integrity, not only for self but also for the LMCD.	Does not always accomplish what he says he will do. Some Board members doubt her word.	Promotes openness and honesty to an extreme, which may disrupt and/or halt trust and communication.	
c	May not always be liked, but is always respected for presenting the unvarnished truth.	Will sometimes take a tough stand on a difficult issue.	Tells the truth in a tactful way, considerate of other’s feelings.	Seems to say what others want him to say. Not sure of her own personal viewpoint.	Holds back, you get the feeling you are not hearing the full story. Hidden agendas.	
d	Always takes responsibility for own actions, and those under her leadership.	On occasion, will make commitments and hold himself accountable.	Admits to own mistakes.	Hard to get him to take ownership of a problem, even though he should own it.	Blames others for own mistakes. Lacks personal accountability.	
e	Consistently models ethical beliefs through own behavior. Practices what he/she preaches.	Most people trust and respect him.	Follows through on what is promised and normally does what he says.	Sometimes takes the easy path and leaves others wondering what is really going on.	Behavior doesn’t match words. Fails to walk the talk. Tapes conversations, does not trust.	

Total Points = _____ ÷ 5 = Performance Rating For This Competency:

Comments regarding this competency. Start doing, stop doing and keep doing comments:



Year End Review of Executive Director Competencies

10. Impact on Results. Motivates staff to improve performance, problem solve and achieve desired goals. Consistently displays a focus on the mission and goal orientation. Successfully delivers results. Can be counted on to exceed goals as well as manage the successful delivery of services within budgeted resources for the entire LMCD. Steadfastly pushes both self and others for results.

Rating Key:

5 = Exceeds Expectations

4 = Sometimes Exceeds Expectations

3 = Meets Expectations

2 = Sometimes Below Expectations

1 = Below Expectations

Rating

	5 = Exceeds Expectations	4 = Sometimes Exceeds Expectations	3 = Meets Expectations	2 = Sometimes Below Expectations	1 = Below Expectations	Rating
a	Instrumental in engaging the Board and others in implementing new methods to enhance organizational accountability for results and successful outcomes.	Actively seeks concrete goals and objectives to accomplish.	Works with the Board and others in holding self and others across the organization accountable for business results.	Uses vague words and general terms to express objectives in order to avoid accountability.	Doesn't think or talk about results. Doesn't hold himself or others accountable.	
b	Works with the Board in aligning day-to-day work with the vision, goals, and values of the LMCD to get results.	Will sometimes work to link goals across the organization to get good results.	Links strategies to operational results, so that things get done right the first time. Communicates expected results to Board.	Work is done in silos with no coordination or linking with overall strategic priorities.	LMCD staff appears overwhelmed. Everything is important. Avoids making commitments to get work done.	
c	Finds ways to creatively measure results and outcomes of programs to evaluate initiatives.	Persistent in getting business results, despite difficulties.	Under Board direction, measures progress of programs and services to evaluate their effectiveness.	Finds excuses for not meeting strategic objectives.	Does not use measures. Allows vague and non-specific terms to avoid accountability.	
d	Knows what to focus on. Gets to the bottom of issues quickly. In crisis situations, makes tough calls, while caring for people.	Will sometimes push extra hard and get good results for the LMCD.	Normally gets the job done. Works with a persistent ability to get results even when faced with obstacles.	Quits at the first challenge, fails to accomplish the difficult priorities.	Overly tactical. Fails to get projects done. Spends time on formalities and procedures.	

Total Points = _____ ÷ 4 = Performance Rating For This Competency:

Comments regarding this competency. Start doing, stop doing and keep doing comments:



LAKE MINNETONKA CONSERVATION DISTRICT

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TO: LMCD Board of Directors

FROM: Vickie Schleuning,  Executive Director

DATE: January 23, 2019

SUBJ: Executive Director Update

The following items are some highlights of past, current, or future projects of the organization.

- Watercraft Inspections for AIS Prevention 2018 Summary
- Hennepin County Public Access Report
- Pollution Project for Destination Imagination Youth Team from Minnewashta, Elementary School
- Minneapolis Boat Show January 24-27, 2019

Thank You and Happy New Year!