

Minutes

Meeting Type: Finance Committee

Time/Date: 7:00pm, June 4th, 2025

Location: Savage Library Small Meeting Room

13090 Alabama Ave, Savage, MN 55378

Virtual Location: [Join Meeting](#)



LOWER MINNESOTA RIVER
WATERSHED DISTRICT

Approved July 9, 2025

1. CALL TO ORDER

The Finance Committee meeting of the LMRWD was called to order at 8:00 PM.

Members Present:

Manager Joseph Barisonzi

Manager Teresa Kuplic

Manager Janet Williams

Administrator (Will Lytle)

Administrative Support (Linda Loomis)

Technical Consultant (Della Young)

2. APPROVAL OF THE AGENDA & MINUTES

A. Approval of May 2025 Finance Committee Minutes

Motion made and passed to approve the minutes of the prior Finance Committee meeting.

3. ADMINISTRATIVE REPORT

A. Invoice Processing System Update

Administrator reiterated the aim to automate invoice flow using SharePoint and bill.com. *Final review with Manager Viswanathan to occur once SOP is complete.*

B. Repayment Processing and Audit Clarification

Summergeate Development repayment of \$155,120 was completed via wire transfer after review during audit preparation. *Acknowledgment of receipt is on file. Committee agreed the repayment report will be entered into the Finance Committee minutes as part of audit transparency.*

Minutes

Meeting Type: Personnel Committee

Time/Date: 7:00pm, June 4th, 2025

Location: Savage Library Small Meeting Room

13090 Alabama Ave, Savage, MN 55378

Virtual Location: [Join Meeting](#)



LOWER MINNESOTA RIVER
WATERSHED DISTRICT

4. ONGOING AUDIT STATUS

A. 2022 Audit Reconciliation

The audit is nearing completion with final documentation on dredge fund reporting submitted to auditors and BWSR. *Auditor feedback is pending.*

B. 2023 Audit Forecast

2023 audit is expected to be less complex due to accounting system consolidation. *Administrator will continue monthly updates to the committee until completed.*

5. STANDARDIZED FINANCIAL REPORTING

A. Accrual-Based Accounting Proposal

Administrator received the memo and is working with the CPA (CLA) to assess the transition to accrual-based accounting. *CPA proposal with timeline and estimated cost to be presented at the July 2, 2025 Finance Committee meeting.*

6. NEW BUSINESS

A. Credit Card Authorization

Motion made and passed to recommend that the Board authorize issuance of a credit card to the Administrator. Final credit limit and provider to be determined in accordance with updated financial policies.

B. Fiscal Policies Update

Draft financial policies, including approval thresholds, reserve fund targets, and payment delegation, to be presented at the July 2, 2025 Finance Committee meeting.

C. Budget and Mid-Year Review

Administrator will present a year-to-date budget report and propose necessary amendments for alignment with mid-year projections at the July meeting.

Minutes

Meeting Type: Personnel Committee

Time/Date: 7:00pm, June 4th, 2025

Location: Savage Library Small Meeting Room

13090 Alabama Ave, Savage, MN 55378

Virtual Location: [Join Meeting](#)



LOWER MINNESOTA RIVER
WATERSHED DISTRICT

D. Levy Planning

Committee to begin preparation for 2026 levy discussions with relevant benchmarking data at the July meeting.

7. FUNDING SOURCES AND REVENUE TRACKING

Discussion included:

- Levy distributions across four counties
- Grant reimbursements (e.g., BWSR, dredge funds)
- Permit fee limitations due to public exemptions
- In-kind support and dredge site leasing revenues

Administrator to ensure committee members have access to training on budget line items during July budget presentation.

8. ADJOURNMENT

Meeting adjourned at 9:30 PM.