

**Lower Minnesota River Watershed District
Board of Manager's Personnel Committee
7:00 p.m., Wednesday, May 14, 2025
County Board Room – Carver County Government Center
602 East 4th Street, Chaska, MN 55318
Approved June 4, 2025**

In attendance: In-person: President Joseph Barisonzi; Manager Lauren Salvato; Manager Theresa Kuplic; Manager Janet Williams; Will Lytle, Incoming LMRWD Administrator and Linda Loomis, Outgoing LMRWD Administrator.

PURPOSE:.

Agenda:

- 1. Introductions**
- 2. Approval of March 19, 2025, Personnel Committee meeting agenda**
- 3. Approve Personnel Committee meeting minutes**
 - Monday, February 3, 2025
 - Wednesday, March 19, 2025
 - Wednesday, April 9, 2025

A motion was made by and seconded by President Barisonzi and seconded by Manager Kuplic to approve the minutes of the Personnel Committee meetings of Monday February 3, 2025, Wednesday, March 19, 2025 and Wednesday April 9, 2025 contingent upon the following revisions - correcting the date of the April 9, 2025 meeting from 2024 to 2025 in the header on page 2; insert a statement that no formal action was taken with respect to approval of the meeting minutes; insert a statement that the committee planned to recommend that the Board proceed with Candidates Lytle and Ranua, and that Hanson be informed that he was no longer under consideration; and reflect next steps: request responses to follow-up questions by the committee, and check references. The motion carried unanimously.

4. Review Administrator Transition Materials

- Lytle Contract, 3. Month workplan, and task list

President Barisonzi moved to approve the 3 month Statement of Work for Evergreen International Sustainability Solutions, LLC as presented to the Committee on May 14, 2025, contingent upon the following amendments:

- *Incorporate a formal schedule for board review and approval of the workplan as required by Section 1.n. of the Administrator Agreement.*
- *Clarify that monthly reports will include status on deliverables, budget updates and any needed Board actions or support*
- *Specify that use of LMRWD funds requires written pre-approval by the LMRWD Board Chair or his/her designee*

- *Reference and attach the Excel-based transition tracker as an official component of the workplan and reporting framework*
President Barisonzi further moved that the Board receive the first monthly report no later than June 11, 2025. Manager Salvato seconded the motion. Upon a vote being taken the motion carried unanimously.
- Loomis Contract MOU and 3 month workplan
Manager Kuplic moved to approve the Scope of Work and Memorandum of Understanding for transition support services provided by Naiad Consulting, LLC effective May 21, 2025, contingent upon the following clarifications and additions:
 - *The contractor shall coordinate all transition-related tasks and deliverables with the incoming Administrator and Evergreen International Sustainability Solutions, LLC, to ensure alignment and avoid duplication*
 - *Deliverable prepared by the contractor shall be informational in nature and do not constitute implementation directives unless expressly adopted by the incoming Administrator or Board*
 - *A mid-term review of progress and deliverables shall be scheduled for the July 2025 Board meeting*
 - *A final closeout report shall be submitted at the end of the engagement, summarizing deliverables completed, outstanding issues and lessons learned.*
 - *Compensation shall not exceed the approved budget of \$50,000. All expenditures must be invoiced with itemized descriptions of tasks completed and hours worked. Use of LMRWD funds (up to \$5,000) shall require prior written authorization from the LMRWD Board Chair or his/her designee and must be documented in meeting minutes or formal email correspondence. Any reallocation of funds between lines items or tasks must be submitted in writing and approved by the Board or its designee before changes take effect.*

The motion was seconded by Manager Salvato. Upon a vote being taken the motion carried unanimously.

Manager Salvato made a motion to approve the proposed Memorandum of Understanding (MOU) with Naiad Consulting, LLC, contingent upon consistency with the scope, compensation and deliverables outlined in the Naiad Consulting LLC scope of work approved by the Personnel Committee on May 14, 2025 and to direct Legal Counsel for the LMRWD to develop the MOU into a formal contract for Board review and approval at the May 21, 2025 Board meeting. The motion was seconded by Manager Kuplic. Upon a vote being taken the motion carried unanimously.
- Review of program and Admin Budgets

Administrator Lytle proceeded to provide the committee with details about funding the administrative transition within the 2025 LMRWD budget.

5. Recap Next Steps

6. Future Meeting Schedule

- Wednesday, June 11, 2025

The meeting adjourned at 8:03 PM.