

**MINUTES OF THE WATERSHED STAFFING SPECIAL MEETING
OF THE
BOARD OF MANAGERS
OF THE
COMFORT LAKE - FOREST LAKE WATERSHED DISTRICT
THURSDAY, JUNE 8, 2010**

1) Call to Order

The President called the special meeting to order at 5:00 p.m. at the Forest Lake City Offices, 220 North Lake Street, Forest Lake, Minnesota

Present: President Richard Damchik, Vice President Jackie Anderson, Secretary Wayne Moe, Treasurer John Lynch, Vice Jon Spence

Absent:

Staff: Randy Anhorn

2) Review of Resumes

Administrator Anhorn mentioned that the District had received 21 resumes for the soon to be opened Administrator position. Anhorn also re-presented the Boards agreed upon timeframe for the hire of a new Administrator as follows:

April 30, 2010	Post Announcement
May 28, 2010	Deadline for Applications
June 1-4, 2010	Board Review of Submitted Resumes
June 8, 2010	Special Board Meeting to Rank Applicants and Select Finalists
June 14-18, 2010	Reference and Credential Check
June 21-25, 2010	Interviews

The Managers discussed the high quality of the applicants and were very confident that they would find a great replacement for the outgoing Administrator. The Board then discussed the experience and attributes they were looking for in their rankings of the candidates and their goal of narrowing the 21 candidates down to a group of three (3) for which references will be checked and interviews set up sometime between June 22-23, 2010.

Following the Board's review and ranking of the received resumes, the Board narrowed their field down to four (4) for which backgrounds and references will be checked and interviews will be set up on June 22, 2010, and if someone is unable to make that date, to hold the needed interview before the regular Board meeting on June 24, 2010. The four candidates were:

Phil Belifori
Bob Fossum
Doug Thomas
Brad Wozney

It was the Board's preference to have the interviews on the same day if possible and would initially look at having the interviews scheduled during 1 hour time slots on Tuesday, June 22, 2010 starting at 4:00 pm.

The Board discussed roles and interview questions and process, and next steps.

4) **Adjournment**

Motion to adjourn the special meeting was made by Manager Anderson and seconded by Manager Spence. The motion carried unanimously.

Wayne S. Moe, Secretary