

**MINUTES OF SPECIAL MEETING
OF THE
COMFORT LAKE – FOREST LAKE
WATERSHED DISTRICT
May 14, 2015**

1. Call to Order of Special Meeting

The President called the May 14, 2015 Special Board meeting to order at 6:30 p.m. at the Council Chambers of the Forest Lake City Center, 1408 Lake Street South, Forest Lake.

Present: President Richard Damchik, Vice President Jackie Anderson, Treasurer Jon Spence, and Secretary Wayne Moe.

Others: Mike Kinney (CLFLWD Administrator), Chuck Holtman (Smith Partners), Kevin Knopik (Abdo, Eick and Meyers, LLP), Ellen Hinrichs (Career Enhancement Options), Laura Jester (Keystone Waters, LLC) and Margie Schmidt (President, Bone Lake Association).

2. Setting of Meeting Agenda

Manager Moe moved to approve the May 14, 215 Special Meeting agenda as presented. Seconded by Manager Spence. Upon vote, the motion carried 3-0.

3. Public Open Forum

The President asked for public comments. There were no comments.

Manager Anderson arrived at 6:36 PM.

4. New Business

a) AEM 2014 Annual Audit Report and Presentation

Mr. Kevin Knopik of Abdo, Eick and Meyers (AEM) presented the annual audit. AEM has issued a clean opinion, as has been the case in previous years for the District. AEM looks at internal controls to see that processes are operating as they should. During the course of the audit, AEM had one finding on internal controls, the mistreatment of an account payable that was related to switching from cash to accrual accounting. In addition, a period was noted when a portion of District funds at Central Bank was over FDIC limits and not fully collateralized. It was noted that it is important to monitor accounts and ensure exceedances are collateralized. The District, as is typical of a number of watershed districts, has a healthy fund balance. In 2015, the District would be able to cover 93.5 percent of its expenses without any revenues.

b) Joint Board Meeting with Local Watershed Districts

Administrator Kinney reported that July 14 is the proposed date for a joint meeting with Brown's Creek and Carnelian Marine-St. Croix watershed districts. The Managers agreed the date is acceptable and directed staff to make arrangements with the districts.

5. Old Business

a) Communications Plan Proposal

Administrator Kinney reported that Margie Schmidt, on behalf of the lake associations, requested a communications plan. The Board of Water and Soil Resources recommended Laura Jester to help. Administrator Kinney and Ms. Jester reviewed a scope of work to develop a strategic communication plan prepared by Ms. Jester with a not-to-exceed amount of \$2,788. The Board expressed a desire to move forward quickly and noted approval of the September 1, 2015 deliverable date in the proposal. Manager Moe moved to authorize Administrator Kinney to enter into an agreement in accordance with the proposal. Seconded by Manager Anderson. Upon vote, the motion carried 4-0.

b) Personnel Policy Manual

Administrator Kinney noted a draft personnel manual prepared by Ellen Hinrichs of Career Enhancement Options and previously reviewed by the Board, and introduced Ms. Hinrichs. Ms. Hinrichs advised that a personnel manual is not legally required but is a sound administrative practice. She stated that the goals of the manual are to clarify relationships, establish expectations and minimize legal disputes. She suggested that the essentials are a disclaimer establishing that the employment status of staff is at-will and that the manual is not a contract of employment; a statement of organizational goals and mission; and policies on sexual harassment, leave, discipline, workplace conflict resolution, technology use, electronic communications and sexual discrimination.

Manager Anderson stated that the draft manual is excessive and she would like it pared to 15 pages. She said she has many comments on content that would need to be reviewed in a different setting. She would not pare the text on electronic communications. As to federal or state legal requirements, she would urge that the manual simply state that the District will follow them and not reproduce them at length.

Manager Spence stated that the lengthy text is not necessary to set expectations because the District has professional staff.

Manager Moe said he finds the manual a bit lengthy but appreciates its stating of best practices.

Manager Anderson moved that the Board meet as a committee of the whole in workshop session to go through the manual. Seconded by Manager Moe. Upon vote, the motion carried 4-0. Administrator Kinney will coordinate a workshop date with Ms. Hinrichs.

6. Report of Staff

a) Administrator

b) Smith Partners. No report.

7. Report of Officers and Managers

8. Adjourn

Manager Anderson moved to adjourn the CLFLWD special meeting. Seconded by Manager Moe. Upon vote, the motion carried 4-0 and the meeting adjourned at 8:20 p.m.

The next regular meeting is May 28, 2015 at 6:30 p.m.

Wayne S. Moe, Secretary _____