APPROVED

RCWD Board of Managers Workshop

Monday, March 6, 2023

**Rice Creek Watershed District Conference Room
4325 Pheasant Ridge Drive NE, Suite 611, Blaine, Minnesota**

**And**

**Meeting also conducted by alternative means
(teleconference or video-teleconference) from remote location**

The Board convened the workshop at 12:30 p.m.

Attendance: Board members Mike Bradley, John Waller, Jess Robertson (video-conference), Marcie Weinandt, Steve Wagamon

Absent:

Staff: Inspector Terrence Chastan-Davis (video-conference), Public Drainage Inspectors Tom Schmidt and Ashlee Ricci (video-conference), Office Manager Theresa Stasica

Consultants: Ellen Hinrichs- Career Enhancement Options, Inc., District Attorney Chuck Holtman (video-conference)-Smith Partners; District Engineer Chris Otterness (video-conference) -Houston Engineering (HEI), Attorney John Kolb -Rinke Noonan (video-conference)

Visitors: John & Susan (video-conference

President Bradley stated Ellen Hinrichs is in attendance for human resource matters. Manager Robertson is attending remotely. Any Board actions will be brought to Wednesday’s meeting. Regarding ACD 10-22-32 agenda item, the Houston Memorandum is removed from the agenda; Board will discuss next steps.

**Employee Handbook**

RCWD Administrator, Nick Tomczik, and President of Career Enhancement Options, Inc, Ms. Hinrichs, reviewed the draft Handbook with the Board. Administrator Tomczik stated some of the handbook items consistent with Board direction were reviewed with senior staff for comments.

2.1 4th paragraph, remove last sentence. 6th paragraph, remove “the Board President” and replace with “a Board Manager.” 8th paragraph, first sentence, delete “a committee of.”

2.2 4th sentence remove and replace with Districts mission statement “The RCWD mission is to manage, protect, and improve the water resources of the District through flood control and water quality projects and programs.”

3.1 4th paragraph, last sentence, delete “the Board President” and replace with “a Board Manager.”

3.3 Reviewed. No changes.

5.1 Reviewed. 2nd paragraph, 3rd sentence remove “to have.”

5.3 Reviewed. No changes.

5.6 Reviewed and Ms. Hinrichs informed the Board of the following additional language:

Flex time accumulated in a pay-period is used within the following pay period. Accrued flex time beyond that time period must be approved by the Administrator.

Upon notice of employee termination, any accrued flex time will be zeroed.

Added Supervisor to positions that are not eligible to accumulate flex time.

5.12 Reviewed. No changes.

5.13 Reviewed. No changes.

6.2 Reviewed. No changes.

5.14 Reviewed and Ms. Hinrichs informed the Board of the following additional language: “For supervisors, a written notice must be provided at least 20 working days in advance of the last day of work.”

6.4 Reviewed. Board discussed insertion of language for staff to possess weapons for personal safety if the employee notifies the Administrator. Ms. Hinrichs will provide draft language for Board to review.

6.5 Reviewed. 7th Paragraph, add to first part of sentence “Employees are responsible for any fines related to moving, parking or any other violations as a result of employee misconduct;”

7.2 Reviewed. 5th Paragraph, correction to last sentence “Flex time is not to be used on…”

7.4 Reviewed. 1st Paragraph, 3rd sentence delete “no logoed clothing other than the District’s;”

7.8 Reviewed. 3rd Paragraph, last sentence delete “for a first offense”

7.10 Step 4 Suspension, delete the end of the first sentence “if approved in advance by Board.” At the end of last paragraph, the following sentence should be added “ In the event of a suspension, the Administrator shall notify the Board immediately”.

8.1 Reviewed and Ms. Hinrichs informed the Board of the following additional language “In the year of employment with the District, employees are eligible for a floating holiday after six months of employment, following the six-month learning period review.” The Board discussed the Juneteenth Holiday. Juneteenth is a Federal holiday as of 2023 and a State holiday beginning 2024. The Board will revisit this item.

8.3 Reviewed and Ms. Hinrichs informed the Board of the following additional language: “Newly hired employees are eligible to accrue earned leave immediately and earned leave may be granted after completion of one month of employment.”

8.4 Reviewed. The Board reviewed and by majority consensus agreed to remove “or equipment such as exercise items” from the first sentence; sentence two of the cash-in procedure, “employees must have a minimum of a three ~~two~~-week balance after the deduction,”

8.5 Ms. Hinrichs informed the Board that the Family and Medical Leave is aligned with FMLA.

9.6 Reviewed. No changes.

8.9 Ms. Hinrichs informed the Board of the following language: “Employees with more than one month of service may take up to five days of paid bereavement leave upon the death of a member of their immediate family.”

Last page, removal of the last paragraph “I also understand and agree that this agreement…”

The Board agreed by consensus to the changes/revisions above.

**Administrator Updates**

Administrator Tomczik updates:

* The new Program Support Technician position and Watershed Technician /Inspector position have been posted and interviews have been set with a tentative April hiring timeframe.
* Staff have been working with vendor for design and purchase of additional office cubicles.
* The Project Program Manager position job description has been updated supervisor tasks as identified on the board approved organizational chart.
* Supervisory training through Fred Pryor Services has been shared and intended for new Lake and Stream Program Manager Matt Kocian.
* The Board intends to discuss a modernized annual performance review process at their May workshop.

The Board took a 5-minute break.

**Board Consideration of Delegated Contract Authority**

Staff distributed the recently revised draft resolution to the Board. This revised draft resolution was also posted on the Districts website. Attorney Holtman reviewed the revised draft resolution with the Board. The Board discussed the dollar thresholds, contracts exceeding $20,000 must have a scope of services, and the provision that the District Administrator must report monthly to the Board on contracts entered into. The Board by consensus agreed that the resolution showed transparency and was a good compromise. This resolution will be brought to Wednesday Board meeting. The Board by consensus also agreed to direct staff to provide the accounts payable register for the monthly credit card payment to the Board. Treasurer Weinandt will provide a draft motion for the Board to consider on Wednesday memorializing this action.

**RCWD Manager Bylaws**

The Board tabled this until another workshop.

**Anoka County Ditch 10-22-32 Evaluation of Maintenance Alternatives**

The Board received a letter from Sunde Engineering addressed to Perry Wagamon regarding restoring water levels to pre-development conditions with references to the ditch profile. The Board discussed with staff the District’s next steps. Before scheduling a “show cause hearing,” the Board directed staff to inquire to the City of Columbus, Mr. Perry Wagamon, and any others to determine what the primary concerns are and how long it might take for them to prepare materials to provide at a hearing. Once staff have gathered additional information, the Board will consider setting a hearing date and time.

The workshop was adjourned at 3:53 p.m.