

# WILD RICE WATERSHED DISTRICT

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## SPECIAL MEETING

Approved  
Administrative Interview

The Board of Managers of the Wild Rice Watershed held a Special Meeting for the purpose of Administrative Interviews on Thursday, February 2, 2006, at the office of the District located at 11 Fifth Avenue East, Ada, MN.

The following members were present: Jim Skaurud, Diane Ista, Bob Wright, Joe Spaeth and Jim Wagner Sr. The following members were absent: Warren Seykora and Steve Dalen, who is not in attendance as he is an interview candidate. In addition, the following persons were present: Interim Administrator Mark Aanenson, Recording Secretary Loretta Johnson, Staff Kari Kujava, Engineer Jerry Bents via teleconference and Adam Woltjer.

Vice Chairman Wright called the meeting to order at 6:00 p.m.

Adam thanked the Managers for calling a special meeting and giving him an opportunity to interview.

He began by giving a brief introduction and stated that he is currently employed at the East Polk County NRCS office, where his duties include reviewing drainage maintenance requests, working with a vast array of programs, meeting with area landowners and doing field visits. He said that he has approximately four months experience managing employees.

Jerry Bents asked if he was familiar with MN drainage law, especially 103D or 103E. He stated that he is not familiar with the statutes but would be willing to get caught up with them. Woltjer said that he is familiar with agencies.

Manager Wagner asked about his bookkeeping and Quick Books skills. He replied that he has used Quick Books at home and is very familiar with Excel spreadsheets. He also said that he uses Arc View daily, which has recently been upgraded to Arc GIS, AutoCAD minimally, and is familiar with PowerPoint.

Mark Aanenson asked how he would deal with conflict resolution. Adam stated that he wants to listen and hear property owners' complaint; after he listens he explains the rules and regulations. Adam stated that he does not want the conflict to be me against them, rather a solution that can satisfy both of us.

When asked his perception between the administrator and a board member, Adam stated that the administrator is working with the Board's advisories, and would listen to the Managers. He felt that it is better to work together as a group than individually as one person. Adam stated that he saw the job as a long term commitment, enjoys working hard and it would be his number one priority. He has some public speaking experience, has attended Sand Hill Project Team meetings and has worked considerably with surveying jobs.

Woltjer closed the interview thanking the board for taking the time to meet with him.

Manager Wright asked for comments following the interview.

Manager Ista brought up the name of Jake Gust, a Red River Basin Board member, gave a brief background about him, stated that Gust expressed an interest in the Administrator position. Ista asked Board members for their opinion. Consensus was that the job application deadline was January 6, 2006, and unless the position was reopened, it would not be an option at this time.

Considerable discussion followed regarding the three interviewees, terms of the contract, a six-month probationary period and the Board's choice for an administrator. Managers Ista and Wagner stated that they wanted to move forward with the hiring decision, quickly. Mark Aanenson stated that he would prepare some additional information for the Board meeting on February 8, 2006.

There being no further business, a motion was made by Manager Skaurud and seconded by Manager Ista to adjourn the meeting at 7:30 p.m. Carried.

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Jim Skaurud, Secretary