

WILD RICE WATERSHED DISTRICT

11 East 5th Avenue – Ada, Minnesota 56510
Phone (218) 784-5501

SPECIAL MEETING

1. A Special Meeting of the Wild Rice Watershed District (WRWD) Board of Managers was held on **Wednesday, June 22, 2005 at 8:30 a.m.** at the District Office located at 11 5th Ave East, Ada MN 56510. Agenda items to be discussed are as follows:

- Review Secretarial and Administrator applications.
- Review Draft Employee Handbook
- Review Ditch Spraying Bids
- Consider City of Gary Wastewater Pond permit

2. WRWD Managers present were: Jim Skaurud, Warren Seykora, Bob Wright, Joe Spaeth, Diane Ista and Jim Wagner.

3. Others in attendance: Mark Aanenson, Engineer Jerry Bents, Attorney Elroy Hanson.

4. **City of Gary Waste water permit.**

Engineer Bents recommends to approve permit with the conditions that permission is given to adjacent landowners. Coordinate also with NRCS and COE for wetland management. **Motion** was made by **Wright** seconded by **Wagner**. **Motion carried**.

5. **Spraying Bids**

Mark reported that Agassiz land management (Ray Reading). \$75.00/hr. Preliminary bid was awarded contingent on equipment and after additional information was obtained regarding equipment. The Board was in agreement to award bid to Reading..

6. **Review of employee handbook**

The draft employee handbook was discussed and reviewed section by section, numerous edits and changes were suggested and agreed upon. Staff documented the suggested changes and was instructed to make the necessary edits to the handbook for future review and approval.

7. Meeting to reconvene tomorrow at 9:00 am when the remaining agenda items will be discussed.

8. Meeting was reconvened at 8:37 am. Thursday June 23rd .

9. It was reported by Mark Aanenson that ElRoy Hanson will be available by phone conference if necessary. A PTO information sheet was distributed by Jerry Bents showing how Houston Engineering transferred from a vacation / sick leave system to a PTO system. Discussion followed regarding vacation and PTO hours and systems.

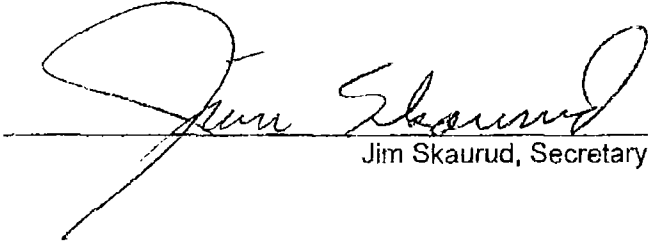
10. Doug Marcussen arrived at 8:45 am.

11. Doug Marcussen left the meeting at 10:44 am.

12. The list of administrator candidates was distributed. The candidates were numbered and each was referenced by number. Discussion followed. Each board member was given an opportunity to indicate the number of candidates he or she would like to see interviewed. It was agreed that candidates #1, #3, and #4 would be selected to be interviewed and for staff to request that they fill out their employment applications completely. Motion by Diane Ista seconded by Joe Spaeth to interview #1, #3, and #4. All in favor. Opposed none.

13. Discussion followed about the review of references for the applicants. Motion by Bob Wright seconded by Jim Skaurud to select Diane Ista, Jim Skaurud and Bob Wright as a committee to review references. All in favor. Opposed none.

14. Meeting adjourned at 11:44 am.



Jim Skaurud, Secretary