

Minutes- Approved September 3<sup>rd</sup>, 2025

Meeting Type: Personnel Committee

Time/Date: 7:00pm, August 6<sup>th</sup>, 2025

Location: District Headquarters

Virtual Location: [Join Meeting](#)



LOWER MINNESOTA RIVER  
WATERSHED DISTRICT

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## Call to Order and Roll Call

The meeting was called to order by Chair Barisonzi at 7:00 PM. Roll call was conducted:

- Joseph Barisonzi (Chair)
- Theresa Kuplic
- Lauren Salvato
- Linda Loomis
- Will Lytle (Administrator)
- Scott Co. Commissioner Jody Brennan joined during the meeting

## Approval of Agenda

*Motion by Salvato, second by Kuplic to approve the revised agenda as posted online. Motion carried unanimously.*

## Approval of June 2025 Personnel Committee Minutes

*Motion by Salvato, second by Kuplic to approve the June meeting minutes. Motion carried unanimously.*

## Public Comment

No public comments were received.

## Administrative Reports

### EISS Quarterly Report – Administrator Work Summary

Administrator Lytle reviewed the EISS quarterly report, noting it covered his first three months of employment. The report outlined progress in onboarding, authority transfer, and alignment, as well as ongoing administrative and strategic work. Committee members commended the thoroughness of the report and requested that future reports correlate achievements to anticipated scope, including missed or exceeded items, to assist with oversight. Lytle was asked to bring a refined report structure for consideration at the next meeting.

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**Discussion:** Committee members agreed that retroactive revisions were not necessary and preferred the updated structure to be implemented in future reports.

## **Consultant Reports**

### **Naiad Consulting Update**

Linda Loomis (Naiad Consulting) reported that all but one item in her current contract had been completed, with the final invoice to be submitted prior to the August Board meeting. Committee members emphasized the importance of receiving that invoice and a corresponding report in time for both Personnel and Finance Committee review.

*No action taken; item will return at next meeting with final invoice and work plan update.*

### **Administrator Work Plan: August–October 2025**

Administrator Lytle presented the updated work plan. Committee members discussed alignment with the original scope of work, emerging priorities (e.g., participation in 1W1P processes), and the need for flexibility in responding to grant opportunities. The Administrator was directed to bring forward a revised scope and payment structure next month, if needed, to reflect emerging work such as grant development.

*No formal action taken; plan accepted as a living document.*

### **Naiad Work Plan**

Lytle and Loomis confirmed that a revised Naiad work plan will be submitted following completion of the current contract. The new plan will emphasize discrete project-based support (e.g., audit preparation, grant support) and remain within the administrative budget category.

### **Young Environmental Work Plan**

Administrator Lytle presented the full 29-page 2025 work plan from Young Environmental. Committee members noted this was a restatement of the original plan and did not include progress updates. Discussion included concerns about itemized reporting and how general expenses were being classified.

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Lytle noted the implementation of reduced general administrative services were being weighted across all fund categories.

*No formal action taken; committee requested future work plan updates include progress status and better delineation between contracted versus on-call work.*

### **Tunheim Deliverables**

Committee members reviewed draft materials submitted by Tunheim, including a communications policy, work plan, listening session memo, and draft presentation materials.

- Members expressed concern about the quality and strategic relevance of the listening session memo and presentation slides.
- Committee directed all members to send feedback to the Administrator before COB 8/15, who will coordinate revisions with Tunheim.

### **Action:**

*Motion by Salvato, second by Kuplic to recommend the Communications Policy (dated 8.6.2025) be forwarded to the Board with support from the Personnel Committee. Motion carried unanimously.*

### **New Business**

#### **Notice of Resignation – Manager Janet Williams**

Administrator Lytle notified the committee that Manager Williams had submitted her resignation. Coordination with Scott County will begin to identify a replacement in time for levy, budget, and WMP participation.

### **Adjournment**

Chair Barisonzi adjourned the Personnel Committee meeting at 7:58 PM.

*Respectfully submitted,*

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Will Lytle, District Administrator

Lower Minnesota River Watershed District