

Minutes Approved: 12.3.25

Meeting Type: Personnel Committee

Time/Date: 7:00pm CST, 10.1.2025

Location: LMRWD Office and Online 112 E. 5th Street, #102

Chaska, MN 55318

Virtual Location: Teams Meeting [Video of Meeting](#)



LOWER MINNESOTA RIVER  
WATERSHED DISTRICT

## 1. CALL TO ORDER AND ROLL CALL

President Barisonzi called the meeting to order at 7:02 PM CST.

**Managers Present:** Joseph Barisonzi, Theresa Kuplic, Lauren Salvato

**Managers Absent:**

**Staff Present:** Will Lytle (Administrator)

## 2. PUBLIC COMMENT

No formal public comment was received.

## 3. STANDING BUSINESS

Administrator Lytle provided a staffing and contracting update. He noted successful onboarding of several contractors who are providing support in administration, technical services, and IT. The committee discussed the importance of defining scope of work expectations clearly to ensure continuity and performance across roles. Administrator Lytle emphasized the need to transition some administrative tasks internally over time and improve SharePoint access and documentation processes.

A. Records Management Policy-The Administrator shared that a draft records management policy had been developed and would soon be circulated. Committee members agreed that it should address physical and digital file systems, legal retention standards, public accessibility, and eventual transfer of long-term records to the State Archives.

B. Review of Planning and Engagement Memos- The committee reviewed initial staff memos related to facilitator observations and stakeholder engagement. Administrator Lytle reported that the facilitators have provided helpful summaries of tone, participation, and insights that will inform future visioning and CWMP coordination.

## 4. OLD BUSINESS

A. Board Training and Orientation Planning- Administrator Lytle shared a draft timeline and curriculum outline for Board orientation and training. Topics included open meeting law, data practices, budgeting, and policy roles. The committee discussed staging content

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over 3-, 6-, and 12-month intervals and including optional modules for more in-depth learning.

Action Item: Administrator will finalize a training plan and prepare content to launch January 2026.

## **5. NEW BUSINESS**

No new business was introduced.

## **6. ADJOURNMENT**

The meeting was adjourned at 8:02 PM CST.