Attendees:

Managers: Jill Crafton (Secretary), Leslie Stovring (Manager)

Staff/Advisors: Liz Forbes (Deputy District Administrator), Michelle Gardner (Operations Manager), Terry Jeffery (District Administrator)

Other Attendees:

Attended the meeting virtually

Called to Order of November 2026 Personnel Committee Meeting

Manager Stovring called the meeting to order at 3:01p.m. at the District Office, 18681 Lake Drive East, Chanhassen, Hennepin County Minnesota. Manager Stovring and Manager Crafton were in attendance in person. Manager Stovring called attendance as follows:

Manager	*Action*
Stovring	Present
Crafton	Present

1. Approval of Agenda

Manager Crafton moved to approve the agenda. Manager Stovring seconded the motion. The motion carried.

Insurance Benefits Review and Proposed Organizational Chart

District Administrator Jeffery stated that the meeting discussion would focus on two topics: insurance quotes for 2027 and the proposed organizational chart. District Administrator Jeffery explained that North Risk Partners collected insurance benefit bids, provided premium, and cost comparison information for Riley Purgatory Bluff Creek Watershed District (RPBCWD). Deputy District Administrator Forbes reviewed the cost breakdowns. District Administrator Jeffery noted that the proposed organizational chart would also be discussed at the December Board meeting.

Insurance Broker Selection Discussion

Manager Crafton asked whether the District had explored obtaining insurance quotes through a vendor other than North Risk Partners, as discussed at a previous meeting.

District Administrator Jeffery confirmed that staff met with an alternative vendor and reviewed its services. District Administrator Jeffery stated that, while the alternative vendor provided quality service, it primarily specialized in organizations participating in the League of Minnesota Cities Insurance Trust

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and did not demonstrate the same familiarity with the health insurance market or RPBCWD's operational needs as North Risk Partners.

District Administrator Jeffery and Deputy District Administrator Forbes stated that North Risk Partners was selected due to several advantages, including responsiveness, assistance with troubleshooting benefit issues, administration of the EASE enrollment platform, and support that streamlines the employee enrollment process. Both District Administrator Jeffery and Deputy District Administrator Forbes further noted the availability of additional ancillary benefits and services. Based on these factors and North Risk Partners' knowledge of the organization, District Administrator Jeffery recommended continuing to utilize North Risk Partners for insurance brokerage services.

Deputy District Administrator Forbes added that North Risk Partners provides human resources-related workshops and webinars that are beneficial for organizations without dedicated human resources staff.

Benefits Presentation

Deputy District Administrator Forbes presented a PowerPoint presentation outlining detailed information on employee benefit options and associated costs.

2. Business

a. Review of 2027 Employee Benefits

Medical Insurance

Deputy District Administrator Forbes reported that the District will continue with the HealthPartners Gold SE Achieve medical plan for 2027. Premiums increased by 14.66% compared to 2026. Deputy District Administrator Forbes noted that employee benefit values vary based on age and dependent coverage. The decision is that the District will continue to cover 100% of employee premiums at an estimated cost of approximately $9,000 per month, or $108,000 annually, for eleven employees.

Manager Crafton asked whether there were opportunities to reduce costs.

District Administrator Jeffery stated that eliminating short-term disability coverage would save approximately $1,100 annually and would not result in significant savings.

District Administrator Jeffery noted he is looking for ways to reduce payroll expenditures. District Administrator Jeffery brought to the Board’s attention that one area he is evaluating is charging seasonal employee wages to department-specific seasonal program funds rather than payroll funds. As an example, seasonal employees could be paid through Data Collection (DC) funding, reducing pressure on payroll expenditures.

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Manager Crafton stated that the District should avoid reducing employee benefits whenever possible.

District Administrator Jeffery responded that if similar insurance increases occur in future years, the District may need to evaluate modifications to the benefits package.

District Administrator Jeffery and Deputy District Administrator Fobes reviewed medical insurance quotes from Blue Cross Blue Shield, Medica, and HealthPartners. It was determined that HealthPartners remained the most cost-effective option. Further analysis within HealthPartners plans identified the Gold SE Achieve plan as the most economical choice. The decision is that the Gold SE Achieve pan will automatically renew on January 1, 2027, with a monthly premium of approximately $10,228, or $122,739 annually, for eleven employees.

Manager Stovring asked for confirmation that the District currently pays family insurance premiums for employees and stated that the Board may need to review whether that practice continues in the future.

Deputy District Administrator Forbes noted that deductibles will increase by $100 for single coverage and $200 for family coverage in 2027. In addition, Deputy District Administrator Forbes noted that no changes are proposed to copays, out-of-network coverage, other services, or prescription tiers.

Dental Insurance

Deputy District Administrator Forbes stated that Delta Dental premiums increased by 1.1% for 2027.

Deputy District Administrator Forbes noted the District will continue to cover 100% of employee premiums. In addition, the annual premium is approximately $518 per employee, with additional costs for dependent coverage.

Vision Insurance

Deputy District Administrator Forbes reported a 6% decrease in vision insurance costs. The District will continue its current vision plan and will continue to cover 100% of employee premiums. The annual premium is approximately $83 per employee, with additional costs for dependent coverage.

Deputy District Administrator Forbes explained that complete utilization and rate data was not available because vision plan enrollment did not begin until February following implementation. Future reporting will reflect a full enrollment year.

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Health Savings Account (HSA)

Deputy District Administrator Forbes reported that the District will continue contributing $100 per pay period to employee HSA accounts, totaling $2,400 annually. Deput District Administrator Forbes noted that no changes are proposed for 2027.

Deputy District Administrator Forbes noted that annual health plan deductibles have increased from $2,400 when the HSA program was implemented to $2,700 in 2027.

Life Insurance

Deputy District Administrator Forbes reported that Principal Life and AD&D insurance rates remain unchanged from 2025. The District will continue to cover 100% of employee premiums. Employees may purchase additional coverage at their own expense.

Long-Term Disability Insurance

No significant changes in policy costs. The District will continue to cover 100% of premiums.

Short-term Disability

District Administrator Jeffery and Deputy District Administrator Forbes discussed the relationship between long-term disability coverage and Minnesota Paid Family and Medical Leave (MN PFML). District Administrator Jeffery noted that eliminating long-term disability coverage could save approximately $2,000 annually, which could help offset other costs; however, employees would receive a lower level of income replacement through MN PFML alone.

Manager Crafton asked whether the District contributes to MN PFML.

District Administrator Jeffery reviewed MN PFML coverage requirements, qualifying events, and benefit limitations. District Administrator Jeffery explained that the State determines qualifying events, and employees may need to use PTO to supplement benefits depending on individual circumstances.

Manager Stovring stated that employees should consider preserving paid time off (PTO) balances for these types of situations.

Minnesota Paid Family and Medical Leave (PFML)

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Deputy District Administrator Forbes reviewed the State's PFML program, which began in January 2026; premiums are paid by the District while the leave application process is administered through the State.

District Administrator Jeffery stated that Minnesota Watersheds previously evaluated private-market alternatives and determined they were more expensive than the State program due to broker-related fees.

Paid Time Off and Holidays

Deputy District Administrator Forbes reviewed PTO and holiday benefits. Regular employees earn PTO and do not accrue Earned Sick and Safe Time (ESST) because PTO exceeds State ESST requirements, but seasonal employees earn ESST. In addition, the District provides eleven paid holidays and one floating holiday annually. Deput District Administrator Forbes noted that floating holiday hours do not carry over to the following year.

Hybrid Work Schedule

Deputy District Administrator Forbes reviewed the District's hybrid work policy. In this review, it was noted that employees may work remotely up to two days per week when operational needs allow; employees may select either Monday or Friday as a remote workday, but not both. Deputy District Administrator Forbes noted that employees must have at least 6 hours of their workday during core business hours, which are from 8:00 a.m. to 4:30 p.m. Monday through Friday.

Manager Crafton asked whether the hybrid schedule continues to work effectively. District Administrator Jeffery and Deputy District Administrator Forbes stated that the arrangement has been successful. Both District Administrator Jeffery and Deput District Administrator Forbes provided examples illustrating effective coordination between field and office responsibilities. District Administrator Jeffery noted that approximately 80% of staff typically work a standard 8:00 a.m. to 4:30 p.m. schedule Monday through Friday.

Health and Wellness Program

Deputy District Administrator Forbes reviewed the District's wellness benefit, which allows employees to cash out up to $150 of PTO per month for eligible health and wellness expenses, including gym memberships.

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District Administrator Jeffery reported that two employees currently utilize the program.

Tuition Reimbursement

Deputy District Administrator Forbes reviewed tuition reimbursement eligibility requirements which include coursework must relate to an employee's current position; an employee must receive approval from the District Administrator and Board. In addition, the employee must have completed at least 12 months of service with RPBCWD. Deput District Administrator Forbes noted that employees must reimburse the District if they voluntarily leave employment within 12 months of receiving tuition reimbursement.

Professional Development

Deputy District Administrator Forbes reviewed opportunities for staff training, conferences, workshops, and professional development activities.

Manager Crafton asked how many employees attended the Water Resources Conference.

District Administrator Jeffery stated that two employees attended in 2026 and noted that staff have opportunities to attend numerous conferences and training events throughout the year.

Manager Crafton asked whether employee interest was lower this year.

District Administrator Jeffery's response was no.

Deputy District Administrator Forbes stated that staff have the flexibility to select professional development opportunities that align with their individual career goals and job responsibilities.

Manager Crafton stated that maintaining flexibility in professional development opportunities is beneficial.

Employee Assistance Program (EAP)

Deputy District Administrator Forbes reported that Employee Assistance Program (EAP) services are available through HealthPartners and Principal. Services include counseling, resources, and employee support programs.

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District Administrator Jeffery noted that North Risk Partners provides up to one hour of legal consultation per month as an employee benefit as well.

PTO Donation Discussion

Manager Stovring asked whether the District should consider formally allowing employees to donate PTO to coworkers in need.

District Administrator Jeffery stated that, while the practice is not currently addressed in District policy, PTO transfers have been authorized in the past. District Administrator Jeffery stated that the Board could evaluate formalizing the practice through policy updates and including the benefit in future employee benefit documentation.

Committee members agreed that PTO donation may become increasingly important when considering short-term disability, long-term disability, and MN PFML benefits.

Open Enrollment

Deputy District Administrator Forbes reported that open enrollment will begin shortly and that employee benefit information was reviewed with staff on November 2, 2026.

Medicare Assistance

Committee members discussed whether any insurance vendors provide Medicare counseling or assistance services for enrollment in benefits.

District Administrator Jeffery stated that NorthRisk offered Medicare assistance resources.

b. Overview of Organizational DRAFT Chart Structure

Proposed Organizational Structure Discussion

District Administrator Jeffery reviewed proposed organizational chart updates and supervisory responsibilities. He explained that consultants provide technical information to the District. The legal

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counsel and auditor report directly to the Board, while the district engineer and other professional services report to the District Administrator.

Administration

District Administrator Jeffery reported that the addition of the Operations Manager position has improved organizational efficiency and day-to-day operations.

He also noted that Deputy District Administrator Forbes was promoted to Deputy District Administrator in January 2026 and has assumed primary responsibility for human resources functions. To support her professional development, District Administrator Jeffery plans to provide monthly human resources training through Abdo as part of an 11-month program covering HR topics, policies, and regulations.

Communications

District Administrator Jeffery stated that the Communications Team reports to Deputy District Administrator Forbes and will continue under her supervision. The team includes Eleanor Mahon, Community Engagement Coordinator; Skye Slater, GIS Communications Specialist; and Dylan Monahan, Watershed Planner. Deputy District Administrator Forbes noted that Skye Slater recently reached 12 months of service with the District.

District Administrator Jeffery also noted that position classifications no longer include numerical designations and are instead based on employee skills and competencies. He added that Rachel Whittington, Education and Outreach Specialist, provides support services across the Communications Team.

Regulatory Department Staffing

District Administrator Jeffery reviewed a proposed organizational change within the Regulatory Department involving the creation of a permanent Construction Inspector position. He stated that Bryna Garey is serving in a seasonal support role through December 15, 2026, and that management has identified an ongoing need for permanent support in this area.

District Administrator Jeffery explained that a permanent Construction Inspector would help meet increasing workload demands during the construction season, improve project completion timelines, and support regulatory functions such as site plan review, residential inspections, BMP evaluations, and construction oversight. He noted that Bryna Garey has enabled Andrew to focus on other priority work and that the position has improved operational efficiency.

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Manager Stovring asked whether the position had been posted. District Administrator Jeffery responded that it had not, noting that he hopes Bryna Garey will apply, allowing the District to maintain continuity in the work being performed.

District Administrator Jeffery added that complex permits and issues would continue to be referred to Barr, while more inspection, reporting, and coordination work could be managed internally with the City of Chanhassen and Joe Seidel.

District Administrator Jeffery noted that the District currently has eleven full-time employees, the same number as the previous year, and that adding a permanent Construction Inspector position would increase staffing to twelve full-time employees.

Data Collection Team

District Administrator Jeffery reported that the Water Resources Coordinator - Lakes position is held by Shauna Capron, and the Water Resources Coordinator - Streams position is held by Shelby Sterner. He noted that Shelby Sterner recently completed the Wetland Professional Delineation Program and is assuming many of the responsibilities previously managed by Zach Dickhausen.

District Administrator Jeffery stated that the Water Resources Technician position was added as a permanent position during adoption of the January 2026 org chart. Sam Stansberry was hired into this position in October 2026. He commended her performance, noting her hands-on approach, strong organizational fit, and carp management experience. He added that Sam Stansberry and Shauna Capron attended aquatic vegetation training, with the goal of bringing more of this work in-house rather than relying on Bill James.

District Administrator Jeffery noted that, as a small organization, staff responsibilities often overlap across positions.

Seasonal Staff Supervision

District Administrator Jeffery noted that the dashed outline reflects a change in how seasonal staff are assigned. Previously, seasonal employees were allocated to specific teams; however, because the District consistently hires three seasonal employees each year and staffing needs fluctuate, seasonal staff will be utilized across multiple functional areas.

Manager Crafton asked whether this approach would involve cross-training. District Administrator Jeffery responded that it would.

Manager Stovring asked who would be responsible for hiring and supervising seasonal employees and interns. District Administrator Jeffery stated that he would retain responsibility for hiring decisions and assign appropriate supervisors for day-to-day management and performance oversight. He further

noted that overall responsibility for seasonal employees and interns' rests with the District Administrator.

Deputy District Administrator Fobes added that the revised structure provides greater operational flexibility.

Future Staff Evaluation

District Administrator Jeffery reported that draft of 10-year plan update is expected by August 2027. At that time, management will evaluate staffing needs and determine whether an additional position is needed, including consideration of responsibilities previously assigned to former staff Zach Dickhausen. He added that staff are developing 2027 work plans with greater detail on position responsibilities and projects, which will be presented in December 2026.

Manager Crafton inquired if cuts in county AIS funding could be mitigated by RPBCWD. District Administrator Jeffery mentioned this is a topic for future discussion.

3. Adjourn

Manager Stovring moved to adjourn the meeting. Manager Crafton seconded the motion.

Upon a roll-call vote, the motion carried 2-0, as follows:

Manager	*Action*
Stovring	Yes
Crafton	Yes

The meeting adjourned at 4:02p.m.

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