Managers present: Gary Pestorious, Brad Kramer, Dan DeBoer, and Mick Delger

Managers absent: Joe Pacovsky, Mike Hanson, and Al Bakken

Chairman DeBoer called the Workshop to order on December 13, 2018 at 9:30 a.m. at the Shell Rock River Watershed District, 214 W. Main St., Albert Lea, MN 56007.

District Administrator, Andy Henschel, distributed an iPad with internet and email capabilities to each manager. He explained the purposes of performing work efficiently and effectively. Administrator Henschel explained the iPad Policy including guidelines for the equipment, Apple ID Account, email account, electronic correspondence, text messages, no expectation of privacy, maintenance, acceptable use, care, passcode, and return of iPad. The managers signed the Agreement of Receipt of iPad Policy. Administrative Assistant, Leah Stadheim, gave a brief demonstration on how the iPads work.

Stephanie Haedt, attorney for the District, distributed a handbook to each manager and briefly explained the compilation of current rules and policies. This handbook is a tool to assist SRRWD staff, board of managers (new and current), and professional service providers. The living document will be updated as things change.

Manager Pestorious offered the following motion:

Move to adjourn at 10:20 a.m.

Manager Delger seconded the motion.

After discussion, a vote was taken and the motion was unanimously approved.