

**COON CREEK WATERSHED DISTRICT**  
**Request for Board Action**

**MEETING DATE:** January 26, 2026  
**AGENDA NUMBER:** 10  
**ITEM:** Administration Transition Update

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**AGENDA:** Discussion

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**ACTION REQUESTED**

Review and discuss

**PURPOSE**

To provide an update on the Administrator transition, summarize initial areas of focus, and identify emerging issues, opportunities, and future discussion topics.

**BACKGROUND**

Jon Janke formally accepted the District Administrator position effective January 1, 2026. This update provides observations and focus areas from the first several weeks in the role.

**ISSUES/CONCERNS/OPPORTUNITIES**

**Stabilize operations-** Initial efforts have focused on maintaining continuity of day-to-day operations while addressing routine administrative and operational issues as they arise. Work has begun to review internal communication and reporting practices, including gathering staff input on areas of historic concern and future needs across programs. Board agendas and meeting materials have continued to be coordinated during this period. Currently, operations are stable, with some adjustments still underway.

**2026 program work plans-** Initiated annual work planning discussions to better understand planned and budgeted 2026 activities. Meetings with each program helped to review tasks and responsibilities, reduce the risk of work falling through the cracks, and provide an opportunity to discuss pinch points and areas for improvement. Preliminary results indicate that planned workload exceeds available staff capacity in 2026, with pressure unevenly distributed across programs.

**Staffing-** The Administrator transition resulted in a vacancy in the Director of Operations role. There are also vacancies in the watershed development and public and governmental relations programs from prior staff departures that have not been backfilled as well as a potential staff retirement anticipated in 2027. Staff are in the process of hiring a Project Manager, approved in the 2026 budget to address increased project management demand rather than replace an existing role. While restoring staffing capacity to better balance

workload is time-sensitive, thoughtful evaluation is needed to ensure staffing decisions support both short and long-term agency effectiveness.

**Future alignment**- Looking ahead, there are anticipated areas of focus such as legislative coordination, partner engagement, and funding related efforts that may require additional Administrator attention. The near-term priority is to position operations and staffing in a way that allows time and capacity to focus on these efforts, with further discussion and direction to occur as appropriate.

### **IMPLICATIONS**

- Current workload reflects agency growth along with the effects of recent leadership and staffing transitions
- Some short-term disruption and project timing adjustments are expected as roles and responsibilities continue to shift
- Workload and capacity challenges vary by program and will require more than one approach to address
- Staffing and workload decisions will affect the District's ability to keep activities and projects moving and meet future demands
- Sequencing decisions carefully will help balance immediate workload pressures with longer term stability

### **NEXT STEPS**

- Complete work planning and workload evaluation to clarify staffing needs and budget flexibility
- Continue Project Manager hiring and assessing options for addressing remaining capacity needs
- Return to the Board with updates or recommendations as staffing and budget considerations become clearer

### **RECOMMENDATION**

None