



**March 8, 2019**

**To:** Morrison County Board of Commissioners  
Deb Gruber, County Administrator

**From:** Lake Shamineau Lake Improvement District (LSLID) Board of Directors

**RE:** Update on LID Activities

We would like to provide the following update on recent activities of the LSLID:

**1. *Update on the RFP status on the engineer firm, the goals and objectives***

The LSLID Board of Directors released a Request for Proposals for Engineering Services (RFP) on January 9, 2019. The goal of the RFP is to hire an engineering firm to assist in determining a solution to the high-water problem which includes the development of a detailed plan with environmentally sound solutions to manage and reduce the water level. We also have the overall goal to find a solution that is the most feasible, cost-effective and timely. In addition, we stated in the RFP that we wish to minimize ongoing maintenance and future operating expenses.

Included in the RFP were 5 steps for the scope of effort for the Engineering Firm. Note that the first two steps were approved for completion with the 2019 budget for the high-water project. We included steps 3-5 to determine a budget amount for future work. The five steps include:

1. Route Alternative Analysis
2. Surveying and Preliminary Design
3. Plans and Permitting
4. Final Design, Construction Plans and Specification Tasks
5. Project Administration

The RFP also included the project deliverables expected of the firms, project requirements, responsibilities expected of the selected vendor, required skills, project schedule and expectations for proposal contents. The proposal due date was February 15, 2019. The RFP can be found on the LID website:  
<https://minnesotawaters.org/lakeshamineau/wp-content/uploads/sites/106/2019/01/2019.1.9-Final-RFP-1.9.19.pdf>.

The RFP was sent to 15 firms that we had knowledge of through our research and input from the DNR, Soil and Water, and Options for High Water (OHW). In response to our RFP we received several letters from firms that the scope of effort did not meet their current workload and staffing. We received three proposals by the February 15th deadline. The three proposers included: Houston Engineering, Moore Engineering, and Widseth Smith Nolting (WSN). Of the 3 proposers, WSN and Houston provided complete proposals responding to the scope of work and budget that was included in the RFP. However, Moore did not respond to the scope of work and did not provide cost information.

Calls were made to the references included in the proposals by Bob Koll and Rick Rosar. All of the references contacted provided positive references for the vendors and positive comments for the work that they had accomplished.

At the LID Board Meeting on February 26, 2019, the Board approved Houston Engineering and WSN as the finalists for the engineering effort and interviews were scheduled for March 11<sup>th</sup>. A final decision on the selection of the Engineering firm will be made by the Board of Directors at a LSLID Board meeting scheduled for March 22, 2019 at 8:30 AM.

## **2. Update on inclusiveness with other interest groups as directed by the County Board**

We have been in contact with the Options for High Water (OHW) group to receive comments regarding the hiring of an engineering firm. We used their comments and vendor information in the development of the RFP. OHW also requested a copy of the answers that we developed to vendor questions and we sent them a copy.

In addition we have been in contact to request information from OHW regarding their testing. We believe this would be information of interest to the engineering firm that we hire. Although they have shared some generalities, they have responded that they believe their specific testing data to be proprietary and have not shared it with us.

We have also been in contact with members of the Concerned Property Owners (CPO) to gain an understanding of their issues, and they have attended the LSLID Board meetings. They have also requested financial information in a specific format from the LSLID and we have supplied this information.

We continue to address issues raised by property owners. In addition, we continue to receive letters and phone calls in support of the LID and the High Water Project.

## **3. Update on improvement in communications with the membership and transparency of operation**

Over the last several months, the LSLID Board of Directors has used several types of communication to inform the LID Property Owners and provide up to date information. Following are some examples:

- Board Meetings – The Board of Directors held meetings on November 4<sup>th</sup> and February 26<sup>th</sup>. There were several attendees at both meetings including property owners and OHW. Board minutes are posted on our website. The February 26<sup>th</sup> meeting was held online using the Zoom conference tool. We asked for input from the audience on how the online meeting worked as a forum and we received the following comment, “...I thought the meeting this morning using Zoom was a perfect format. It’s always a little nerve wracking using something new and you guys all did a great job.”
- Website – Changes have been made to our website to make it easier to find information. The website includes documentation on all Board and LID meetings, engineering reports, RFP information, financial and budget information, the flood ordinance, meeting announcements and other information that may be of interest to our property owners. We received feedback from vendors in the RFP process that have found information on the website to be very helpful.
- Newsletter – On February 19, 2019 we sent out the first electronic newsletter to property owners and other interested County and State personnel. The first newsletter was emailed to 113 subscribers and we continue to receive additional requests to be added to the subscriber list. The next newsletter is in process.
- Letters to Property Owners – We mailed out letters on October 30, 2018 and January 11, 2019 to provide an update on LID activities. While we anticipate more mailings this year, we will also be using our email newsletter in an attempt to reduce mailing costs.

- Lake Shamineau Lake Association – Bob Koll recently attended the Lake Association Board Meeting to update the Association on activities of the LID.

#### ***4. Timeline and goals for moving forward considering Orders of Establishment revisions and current Petition for Termination circulating***

We are aware of the petition to terminate the LID. We understand that the County has asked the group spearheading the petition to provide information in the next few weeks regarding its status. It would be helpful for the LID Board to receive any petition information that is provided to the County.

The Board of Directors responded with several comments to the most recent edits to the Order of Establishment on December 21, 2018. We look forward to the opportunity to review any further changes to the Order of Establishment prior to mailing it to the LID membership.

#### ***5. Update on thoughts and timeline for 2020 budget development***

The selection of the Engineering Firm and completion of Steps 1 and 2 will provide information for the development of a budget for the High Water Project. In completion of these steps we have asked the Engineering Firm to develop a plan and cost estimate for detailed engineering, permitting, construction, and long-term operation and maintenance. We anticipate completion of this information in July 2019 which will give us time to incorporate it in our budget development and to include in our mailed notice to property owners in a timely manner before the annual meeting.

#### ***6. Other Updates***

- AIS grant – We have received the letter from the County announcing approval of the Aquatic Invasive Species (AIS) Partnership Grant for the Quad Lakes which includes Lake Shamineau. We would like to thank the County for your support in providing funds to combat AIS.
- Flood Protection Ordinance - We received the newly enacted Flood Protection Ordinance adopted by the Morrison County Board of Commissioners. We appreciate the effort of the County in working to relax limits for grade and fill within the shore impact zone. A special thanks to Amy Kowalzek for all of her work on this. We have announced the ordinance in our recent electronic newsletter and on our website. We will continue to notify our property owners in our future communications and meetings.
- Election of Directors – In response to feedback from property owners, we will be mailing out a notice to property owners providing the method and timeline for nominating candidates for the Directors election, at least 8 weeks prior to the Annual meeting. We anticipate that this notice will be mailed out in June.
- We have developed a new Logo for the LID at no cost and will use it on future communications.

Thank you. We look forward to discussing our update at the March 12<sup>th</sup> County Board Meeting.

Sincerely,

***Bob Koll, Rick Rosar, Cindy Kevern, Fred Comb, Don Ogilvie***