

## Lake Shamineau Lake Improvement District (LSLID)

### Special Meeting of the Lake Improvement District Board

February 26, 2019

*LID Attendees:* Bob Koll (Chair), Rick Rosar (Vice Chair), Fred Comb (Treasurer), Cindy Kevern (Secretary), Don Ogilvie

*Location:* Online Conference Call through Zoom

---

#### 1. Welcome

Bob Koll welcomed the Board of Directors to the Special Board Meeting at 9:00 AM. Fred Comb presented the agenda on the screen.

Cindy Kevern gave a brief orientation to the audience of features of Zoom for the online conference call.

#### 2. Review and approve minutes-

Cindy Kevern reviewed the November 4, 2017 Board Minutes, which were presented on the screen. Motion was made by Fred Comb to approve the Minutes from the November 4, 2018 Board meeting. Don Ogilvie seconded the motion.

##### Roll Call Vote:

Fred Comb	Yes
Cindy Kevern	Yes
Bob Koll	Yes
Don Ogilvie	Yes
Rick Rosar	Yes

#### 3. Treasurers Report

Fred presented the Treasurers Report on the screen. Fred gave a summary of year to date revenue and expenses. There was discussion among Board members regarding the liability insurance. Motion was made by Cindy Kevern to approve the Treasurers Report. Don Ogilvie seconded the motion.

##### Roll Call Vote:

Fred Comb	Yes
Cindy Kevern	Yes
Bob Koll	Yes
Don Ogilvie	Yes
Rick Rosar	Yes

#### 4. Electronic Newsletter

Fred presented the Newsletter on the screen. Cindy Kevern provided a verbal update on communications for the LID. A new electronic newsletter was emailed to 113 subscribers in February. Cindy also reported that according to statistics provided 84% opened the email, 44% clicked on a link. In addition, 60% of those that opened the newsletter used a desktop and 40% used a mobile device. The next newsletter is in process.

In response to comments from property owners about being able to locate information on the website, Cindy reported that Jacquie Rognli has made changes to the website to make it easier to find information. The Board expressed appreciation to Jacquie for her work. In addition, a new logo has been developed at no cost to the LID and will be used on correspondence.

## 5. Engineering Firm Finalists

- Cindy Reported on the RFP for Engineering Firms. The RFP's were sent to 15 firms. Of the 15, we received 5 letters of not to propose since the work did not fit their current workload; 2 of the firms were included as subs to the proposers; three firms sent in a response by the February 15th deadline; and 5 we did not hear from. The three proposers include: Houston Engineering, Moore Engineering, and Widseth, Smith, Nolting (WSN).

Cindy further reported that with the 3 proposers, WSN and Houston provided complete proposals responding to the scope of work and budget that was included in the RFP. However, she reported that Moore did not respond to the scope of work and did not provide cost information.

- Rick Rosar and Bob Koll reported on reference calls for the proposals. Rick reported on two references for WSN which were very positive. He mentioned that the references reported on problems in the project but they were overcome successfully.

Bob reported talking to the Todd County Engineer which was very supportive of WSN and Houston. In addition, Bob talked to a chair of a LID that had a similar project which had worked with both Houston and Moore and had positive comments for both. Bob also reported on a positive recommendation with a staff person from MnDOT.

- Motion was made by Cindy Kevern to approve Houston Engineering and WSN as the Firm Finalists that would be invited to be interviewed on March 11. Fred Comb seconded the motion.

### Roll Call Vote:

Fred Comb	Yes
Cindy Kevern	Yes
Bob Koll	Yes
Don Ogilvie	Yes
Rick Rosar	Yes

- Cindy Kevern reported that she would be notifying the three firms of the finalist decision. Cindy also asked each of Board members to submit questions for the finalist vendors that could be sent to them for a response prior to the interviews.
- Cindy Kevern stated that interview times would need to be established for the morning and afternoon of March 11. She suggested 10 AM and 1:30 PM which should provide sufficient time for the interviews. Cindy stated that she would contact the finalists to establish the schedule.
- Cindy also discussed a draft agenda which was shown on the screen. Rick suggested consolidating some of the interview items and giving each firm a set amount of time to discuss each item. Cindy stated she would make the changes and forward to the firms.

## 6. Review/update timeline and Board Schedule

Cindy Kevern provided a verbal update on the Engineering Firm schedule, timeline for the next Board meeting and the timeline for the mailing for LID election information.

## 7. Other Business

- AIS Grant –  
Bob Koll reported on the letter that had just been received from the County announcing the AIS grant that would be available to the Quad lakes. The Lake Shamineau LID will receive a share of the grant that was applied for through the LID's from the 4 area lakes. Fred showed the letter on the screen. The County will provide funds for the AIS survey (\$15,678), AIS Management (\$14,620) and a new Ambassador program (\$15,250) to monitor the lake access

points for invasive species. It was also noted that the letter included private information and Bob stated he would contact the County to have it redacted. Cindy stated she would have the redacted letter posted.

- Bob also stated that there is a new Flood Ordinance with information included in the Newsletter and is posted on the website. Fred suggested that we post another article regarding the ordinance in the next Newsletter.
- Bob also reported the access signs have been refreshed and would be replaced in the spring.

#### **8. Audience Comments**

It was noted that, in addition to the Board members, there were four computer sessions connected to the online meeting. Questions and Comments from the audience included:

- There was a question about whether the proposals would be available for copies. Cindy stated that she could check with the proposers to see if they would be agreeable to share or if proprietary information would prevent sharing.

Motion was made by Rick Rosar to contact the vendors to determine if the information in the proposals is not deemed proprietary and could be released. Fred Comb seconded the motion. Don Oglivie commented that he thought this could be accomplished through other means and wasn't necessary.

Roll Call Vote:

Fred Comb	Yes
Cindy Kevern	Yes
Bob Koll	Yes
Don Oglivie	No
Rick Rosar	Yes

- There was also clarification that the questions for the vendors would be developed by the Board. The Board suggested that if anyone in the audience had questions for the vendors to send them to Cindy for inclusion as time allows.

#### **10 .Motion to Adjourn**

Motion was made by Don Oglivie to adjourn the meeting. Rick Rosar seconded the motion. The motion was approved unanimously.

The meeting adjourned at 10:30 a.m.

Respectively submitted by Cindy Kevern.