

## Lake Shamineau Lake Improvement District (LSLID)

### Special Meeting of the Lake Improvement District Board

March 22, 2019

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

*Location:* Online Conference Call through Zoom

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#### 1. Welcome

Bob Koll welcomed the Board of Directors to the Special Board Meeting at 8:30 AM.

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 February 26, 2019 Board Minutes, which were presented on the screen. Motion was made by Rick Rosar to approve the Minutes from the February 26, 2019 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 and noted that the amounts are the same as reported for January as there are checks that not yet cleared the bank. Motion was made by Cindy Kevern to approve the Treasurers Report. Rick Rosar seconded the motion.

##### Roll Call Vote:

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

#### 4. Selection of Engineering Firm

- Cindy Reported on the Engineering Firm Interviews. Two Proposers, Widseth Smith Nolting and Houston Engineering were both interviewed on March 11, 2019. As noted in the interview agenda the proposers presented information on:
  - Overview of their company,
  - Description of their organization and qualifications,
  - Review of their scope of work, methodology and process for completion,
  - Review of staff that will be completing the work, and
  - Review of cost proposal and timeline.

There were four audience members in attendance at the interviews. There was an interview schedule posted on the website and given out at the interviews that included an opportunity for attendees to provide written comments on each of the proposers. Cindy reported that no written comments were provided.

There were a number of questions asked of each proposer for follow-up by March 15<sup>th</sup>. Cindy reported that both proposers had submitted answers to the follow-up questions.

- Each of the 5 directors made comments on each of the proposers. A summary of the comments included:
  - It was noted that both vendors provided complete proposals, and each did a good job in the interviews and with follow-up questions. Both vendors committed to work closely with the LID Board, utilize a project team and have open communication.
  - There were a number of similarities between the vendors including positive reference information, good technical skills, qualified staffing and similar costs.
  - It was noted that Houston had not include borings until step 2 in their proposal, but WSN included drilling, wells and testing in step 1. It was also noted that WSN would leave no stone unturned in looked for a solution or solutions to assist with the high water problem.
  - The Board members reported that they heard from property owners with positive statements for each of the two vendors.
  - Board members stated that WSN would bring a scope of services and methodology that is more suited to the project in Steps 1 and 2 with their emphasis on infiltration and borings. WSN also provided detailed tasks that they would provide in completion of their work.
  
- A motion was made by Cindy Kevern to approve WSN as the finalist for the engineering project and to enter into contract negotiations with WSN, within the approved 2019 budget, for completion of the engineering work. Don Ogilvie seconded the motion. There was discussion regarding the contract negotiations and notifying the other vendor.

**Roll Call Vote:**

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

- Bob Koll asked Cindy Kevern and Rick Rosar to work with WSN on completion of the agreement. Cindy Kevern reported that she would be notifying the two firms of the finalist decision.

**5. Review/update timeline and Board Schedule**

Cindy Kevern provided a verbal update on the completion of a contract by early April, possible kickoff meeting in early May and the June timeline for the mailing for LID election information. In addition, Board meetings will be scheduled for dates this summer.

**6. Other Business**

- AIS Grant and Ambassador program–  
Bob Koll reported that the AIS grant will include funding for a lake access Ambassador program for education and monitoring of boats going in and out of the lakes. The program will cover 5 access points on Lake Shamineau, Crookneck Lake and Lake Alexander. Bob will be meeting with the other lakes and will report back on details including advertising for hiring of ambassadors, hourly wage and oversight of the program.
  
- Cindy reported that the second electronic newsletter had been sent out. The newsletter was sent to 127 subscribers and included an open rate of 85%. Cindy also reported that the newsletter included was an article announcing that the Board will be forming a project team made up of County, Soil and Water, DNR, property owners and Board members for communication and feedback as we move through the High Water project. It was also noted

that articles regarding the ambassador program and the high water project should be included in the next newsletter. Fred also suggested soliciting photos for the newsletter.

**7. Audience Comments**

In addition to the Board members, there were three computer sessions connected to the online meeting. There were no questions or comments from the audience.

**10 Motion to Adjourn**

Motion was made by Fred Comb to adjourn the meeting. Don Ogilvie seconded the motion. The motion was approved unanimously.

The meeting adjourned at 9:30 a.m.

Respectively submitted by Cindy Kevern.