

**Notes: LSLID Board Meeting – July 16, 2020 at 9 AM
Via Zoom Conference Call**

Attendees: Cindy Kevern (Chair), Bob Koll (Vice-Chair), Rick Rosar (Secretary/Administrative), Fred Comb (Treasurer/Finance), Ardis Sandstrom (Director). Eight audience members attended.

1. Welcome

Cindy Kevern opened the meeting at 9:01 am by welcoming Board members and the audience. She noted that the audience would be able to ask questions at the end of the meeting by using the chat feature on Zoom. She also noted that after they are recognized the Chair, each audience member will be limited to one-minute period for comments. Cindy asked all to mute cell phones.

2. Minutes of Board Meeting

Rick Rosar noted the minutes from the June 25, 2020 Board meeting. He stated that Board Members have had a chance to review and they have been posted to the website. Cindy Kevern asked for a motion to approve. Ardis made the motion and Fred seconded. Cindy called for a Roll Call Vote.

Rick Rosar	Yes
Fred Comb	Yes
Bob Koll	Yes
Ardis Sandstrom	Yes
Cindy Kevern	Yes

3. Treasurer's Report

Fred Comb reviewed the previous Treasurers report as of June 30, 2020. Fred reported on the June revenues and expenses. Cindy Kevern asked for a motion to approve. Bob made the motion and Rick seconded. Cindy called for a Roll Call Vote.

Rick Rosar	Yes
Fred Comb	Yes
Bob Koll	Yes
Ardis Sandstrom	Yes
Cindy Kevern	Yes

4. High Water Project Update

Cindy Kevern reminded the Board that at the last Board Meeting on June 25, 2020, there was a decision by the Board to 1) Shift focus away from a project to the NE of the lake and begin the review of a project that would include a west outlet utilizing the newly cleaned ditch to Fish Trap Creek; and 2) Delegate authority to Rick Rosar and Cindy Kevern to finalize and execute an agreement with Houston Engineering to conduct outreach and system capacity analysis at a Not to Exceed amount of \$35,000, and to be completed no later than September 30, 2020.

Cindy provided an update on work completed over the last couple of weeks:

- An agreement with Houston Engineering was executed that includes:
 - Conduct a geotechnical and hydrogeologic review
 - Develop preliminary design/topographic survey
 - Develop a concept plan for forcemain to CR 203 ditch
 - Prepare a preliminary hydrologic and hydraulic analysis and summary report
 - Prepare a report to submit to the DNR for grant funding
 - Conduct initial outreach to agencies, landowners, public
 - Participate in the August 6 Informational meeting, the Annual meeting and other meetings as requested.

- The Houston engineers are in process of gathering information including surveying and gathering data about possible routes to the west. They are in process with gathering results to map possible routes and determine costs.
- Houston prepared a stakeholder coordination plan that documents the proposed approach to the project, with the focus on the initial phase of identifying an initial concept for the project and outreach efforts to gather information and answer questions posed by agencies, landowners and other stakeholders. This plan will be posted on the website.
- The LID has had several meetings with Todd County property owners to inform them of the project and to seek signed letters of support.
- Cindy noted that she and Rick have had several meetings with the local DNR to keep them informed of the project, to seek input and to inquire on technical issues.
- Cindy stated that she and Rick recently had a meeting with Todd County including the a County Commissioner, the County Coordinator and Ditch staff. Cindy reported that the meeting was productive, and they talked about the process to gain approval for the use of Ditch 41. Todd County has been helpful in providing documents and estimated costs and agreed to meet again when more information is available on the West Outlet Project.
- Houston is in the process of developing information that will be used in the mailing to property owners and for the informational meeting on August 6th as that is our informational meeting for the LID members.

6. LID Annual Meeting and Voting Update

Cindy Kevern noted that a letter was mailed out to property owners on Monday, June 22, 2020 which included an announcement regarding nominations and an announcement regarding an informational meeting on Thursday, August 6 at 6 PM. The informational meeting will be held online and will include updated information regarding the High-Water project and voting information.

Cindy Kevern reported that she has researched options for the next mailing, the Annual meeting, and voting. She reported that she is proposing the following:

1. There will be a mailing (via US Mail) sent to all property owners eligible for voting that will include a letter which will advise them of the Annual meeting, voting instructions and a LID update. In addition, the mailing will include a budget information sheet, and High-Water Project information. This mailing will be sent out on or about August 3.
2. Cindy reported that she is recommending using Survey and Ballot Systems (SBS) located in Eden Prairie for voting. Using the mailing list of eligible voters, SBS would send out ballot and voting instructions, candidate information, a budget sheet, and a return envelope. This mailing would be sent out on or about August 5. Voters will be assigned a unique ID # and will be able to either return their vote via a paper ballot sent directly to SBS or vote online. SBS will also provide a support hotline phone number for voter questions regarding the process. SBS will provide the tabulation of the voting.
3. Due to COVID-19 considerations, Cindy reported that she is recommending that the Annual Meeting be held online on August 29, 2020 at 9 AM. Handouts will be provided on the website and sent electronically to those that sign up to attend the meeting. She also recommends that the Board try to record the meeting so those that do not attend are able to view the meeting.
4. Since there will be no in person voting, Cindy recommended that additional time be given to property owners after the Online Annual Meeting to vote, with the following deadlines:
 - Paper Ballots will need to be postmarked by August 31 and received by September 4.
 - Online voting will close on August 31.
 - Audited tabulation results will be available after 6 PM on September 8.
5. Morrison County has been made aware that we are considering this new process.

6. Cindy also noted information on SBS:

Survey and Ballot Systems (SBS) has worked since 1990 to provide survey and voting processes to non-profits, banking, and financial organizations. They have implemented technology and security practices to keep client elections safe. Here are a few key measures SBS employs to ensure the safest member voting possible:

- Use of enterprise datacenters for security and storage management.
- Online elections hosted in the datacenter with Cloud Service Availability of 99.999%.
- Data co-location in redundant datacenters 900 miles apart ensuring power grid distribution protection.
- Symantec® TLS industry-leading encryption and authentication protection.
- Fully staffed 24/7, 365 days network management – providing immediate response and resolution to any issues.

Cindy Kevern made a motion to: 1) Hold the Annual Meeting online through the use of the Zoom conference tool; 2) Use the service of Survey and Ballot Systems (SBS) for mail-in and online voting; and 3) For 2020 the paper ballots will need to be postmarked by August 31 and received by September 4; online voting will need to be completed by August 31; and tabulation results will be available after 6 PM on September 8. Bob seconded the motion. Ardis Sandstrom reported that she had contacted Morrison County for assistance with the LID voting as they had done in the past, but since it was a presidential election year, they would be too busy to assist.

Cindy called for a Roll Call Vote.

Rick Rosar	Yes
Fred Comb	Yes
Bob Koll	Yes
Ardis Sandstrom	Yes
Cindy Kevern	Yes

7. LSLID Bylaws

Ardis Sandstrom and Fred Comb provided an update on modifications to the Bylaws. Fred Comb reviewed the modifications that had been made to the bylaws which were primarily as a result of the new Establishment Order approved by Morrison County in 2019 and to note relevant MN statutes.

Cindy Kevern asked for a motion to approve the modified bylaws to take effect July 16, 2020. Rick made the motion and Cindy seconded. Cindy called for a Roll Call Vote.

Rick Rosar	Yes
Fred Comb	Yes
Bob Koll	Yes
Ardis Sandstrom	Yes
Cindy Kevern	Yes

8. Other Business

- Rick Rosar reported on a Temporary Pumping project from a West End Wetland initiated by the Emergency Task Force. The LID will be applying for the DNR and any other relevant permits for the project.

Rick made a motion to: Delegate authority to Rick Rosar and Ardis Sandstrom with input from Fred Comb to provide oversight for the LID, or form a committee as needed, for the Temporary Pumping Project from a West End Wetland. Bob seconded the motion. Cindy called for a Roll Call Vote.

Rick Rosar	Yes
Fred Comb	Yes
Bob Koll	Yes
Ardis Sandstrom	Yes
Cindy Kevern	Yes

- Audience Questions and Comments – Cindy Kevern opened it up for comments or questions from the audience. She noted that participants should use the chat feature, wait to be recognized and limit their time for comments and questions to 1 minute. There were audience comments and questions regarding:
 - Questions were asked and comments were made regarding the Emergency Task Force group and their temporary project.
 - A question was asked regarding the ability to ask questions during the online Annual Meeting.
 - A comment was made regarding the schedule for AIS mitigation and Eurasian Milfoil at the west end of the lake.
 - There was a comment made regarding a possible project at Red Oak Lane and 203. It was noted that this area is at the south end of Crookneck Lake.

9. Motion to Adjourn

Rick made a motion to adjourn and Ardis seconded the motion. The Meeting adjourned at 10:15.

Notes Submitted by: Rick Rosar