



**APPROVED MINUTES OF THE SPECIAL MEETING OF THE BOARD OF MANAGERS
Wednesday, January 23, 2019 at 5:00 PM**

Family Means, 1875 Northwestern Avenue South, Stillwater, MN 55082

ROLL CALL

Managers Present:	Others Present:
Craig Leiser, President	Karen Kill, Administrator
Sharon Schwarze, Vice-President	Camilla Correll, EOR, BCWD engineer
Gerald Johnson, Treasurer	Michael Welch, Smith Partners, BCWD legal
Anne Maule Miller, Secretary	Cameron Blake, BCWD staff
Klayton Eckles, 2 nd Vice-President	Gary Kriesel, Washington County Commissioner
	Sheila-Marie Untiedt, Stillwater Township Board
	Mark Lambert, Summit Management LLC

1. Call Special Meeting to Order

President Leiser called the Special Meeting to order at 5:01 PM.

2. Approve Special Meeting Agenda

President Leiser reminded Board Members that only topics specifically identified in the Special Meeting Agenda were eligible for discussion or action.

Manager Johnson, seconded by Manager Schwarze, moved to approve the special meeting agenda as presented. Motion Carried 5/0.

The Board revised the order of the agenda, addressing item 4) New Business next.

4. New Business

a. Biennial Service Provider Submittals

i. Auditor– Board Action

Manager Maule Miller recommended selecting CliftonLarsonAllen LLP as the 2019-2020 BCWD Auditor. This recommendation was based on a price reduction from the previous auditor while still providing the same capabilities and services, such as ability to remotely download financial data, presentation

Managers:

Craig Leiser, President • Sharon Schwarze, Vice-President • Klayton Eckles, 2nd Vice-President
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of the audit to the Board, and submission of the audit to the state auditor at no additional charge.

Manager Maule Miller, seconded by Manager Johnson, moved to authorize the administrator to prepare and execute a contract, upon advice of counsel, with CliftonLarsonAllen LLP for 2019-2020 not to exceed \$8,160 per year. Motion Carried 5/0.

ii. Engineer – Board Action

The BCWD received engineering proposals from Emmons & Olivier Resources, Inc, Stanley Consultants, ProSource Technologies, and Wenck.

The Board received a written request from Washington County Commissioners Gary Kriesel and Fran Miron to delay the engineer selection until the December 12, 2018 stakeholder input can be reviewed by the Board. The Board stated that they understood the request to mean that the County feels the stakeholder input may lead the BCWD to amend the Request for Qualifications used to seek proposals. The Board stated that they heard the stakeholders need for changes and the managers are willing to consider changes.

The managers requested that representatives from any of the submitting engineering firms step out of the meeting during the engineering proposal discussion. Camilla Correll, EOR, left the room.

Manager Maule Miller presented a spreadsheet scorecard that she developed for her review of the four proposals including retainer price, hourly rates, quality, business strength, experience with BCWD, timely responsiveness/clear communication, technical strength. The Board added criteria addressing the distance the consultant would have to travel for both meetings and inspections, and experience with regulatory programs. The Board discussed whether it made sense at this time to separate the permitting and inspection duties from other engineering duties.

The Board discussed continuing with EOR for general engineering at the same that it considers breaking out permitting/regulatory program implementation based on the input from stakeholder at the December 2018 workshop.

The Board discussed whether it asked all the questions that it wanted answered in the RFQ. The Board noted its responsibility to communicate with stakeholders, and balance the requirements imposed to protect waters against other interests.

The Board discussed options including reposting the RFQ to attract a larger candidate pool, and a short-term extension of existing engineering contract. The Board discussed balancing the County commissioners' concern with the ability to continue with the work of the watershed district.

Manager Eckles, seconded by Manager Schwarze, moved to select Emmons and Olivier Resources and to authorize the administrator to prepare and execute, upon advice of counsel, a one-year contract expiring February 28, 2020 using the rates in the service proposal. Motion Carried Roll Call 5/0.

Camilla Correll, EOR, returned to the meeting.

b. Set Date for Special Board Workshop to discuss the December 12, 2018 Stakeholder Input Meeting Report

The Board decided to hold a special Board workshop on Wednesday, February 27, 2019 at 5 pm at Family Means to discuss the stakeholder input on the regulatory program and begin to develop a workplan to address the input.

3. Projects

a. Clean Water Grant Workplan Development Scope –Board Action

Manager Schwarze, seconded by Manager Maule Miller, moved to transfer \$2,753.00 from contingency reserve to 923-0000 and approve the Water Reuse and Management Options for the Lake McKusick/McKusick Wetland System Scope of Services not to exceed \$17,753.00, which excludes the groundwater/baseflow analysis in the amount of \$11,480. The deliverable will also include concept diagrams. Motion Carried 5/0.

5. Adjournment

Manager Johnson, seconded by Manager Maule Miller, moved to adjourn at 6:53 PM. Motion carried 5/0.

Respectfully Submitted by
Karen Kill, Administrator