

**MINUTES OF THE SPECIAL MEETING  
OF THE  
COMFORT LAKE–FOREST LAKE  
WATERSHED DISTRICT  
Wednesday, January 15, 2020**

**1. Call to Order**

President Spence called the January 15, 2020 special board meeting to order at 6:40 p.m. in the Comfort Lake-Forest Lake Watershed District Offices, 44 Lake Street South, Suite A, Forest Lake.

Present: President Jon Spence, Vice President Jackie Anderson, Treasurer Steve Schmaltz, Manager Jim Dibble.

Absent: Secretary Jen Oknich.

Others: Mike Kinney, Jessica Lindemyer (CLFLWD staff).

**2. Workload Analysis**

There was discussion about the updated scopes that were submitted by each firm. Manager Schmaltz indicated that Houston's revised proposal addresses the concerns he raised, but he still prefers the Wenck proposal. Manager Anderson indicated that Houston's approach clearly seems to be to look at the District's current Watershed Management Plan, what needs to be done, reports that fed into the plan, and amendments to the plan. She liked how it was structured specifically for government agencies. Manager Anderson indicated that Wenck had a great proposal but seems better suited to be involved in subsequent phases of this effort. Administrator Kinney noted that Manager Oknich was unable to attend tonight's meeting, but she told him that she heavily favors Houston Engineering.

Manager Anderson moved to select Houston Engineering for the workload analysis and direct staff to prepare contract documents. Seconded by Manager Dibble. Upon a vote, the motion carried 3-1.

There was discussion about scheduling the kickoff meeting between the Board and Houston. Managers indicated that they would notify staff of their availability.

**3. Adjourn**

**a) Next regular board meeting – January 23, 2020**

Manager Anderson moved to adjourn the meeting. Seconded by Manager Schmaltz. Upon vote, the motion carried 4-0, and the meeting was adjourned at 7:00 p.m.

Jen Oknich, Secretary \_\_\_\_\_