



Title: Authorize Second Phase Contract with Smith Partners to Complete Historic Review

Resolution number: 22-032

Prepared by: Name: James Wisker
Phone: 952.641.4509
Jwisker@minnehahacreek.org

Recommended action: Authorize a second phase contract with Smith Partners to complete the historic review

Schedule: Start Date: 5/2/2022
Completion Date: 8/31/2022

Budget considerations: Fund name and code: 2-2002 Planning and Projects
Fund budget: \$1,226,937
Expenditures to date: \$267,200
Requested amount of funding: \$34,787

Past Board action:	October 2020 PPC	Discuss purpose and merit
	November 2020 PPC	Discuss purpose and process
	January 2021 PPC	Review purpose, process and scope for Phase 1
	RES 21-013	Approve Process & Authorize Smith Partners Contract

Summary:

In February 2021, the Minnehaha Creek Watershed District (MCWD) Board of Managers authorized a contract with Smith Partners in an amount of \$50,350, to conduct an analysis of the MCWD's history with the purpose of deriving strategic insights and mapping principles to guide the District into the future.

So far Smith Partners has prepared for and facilitated a kickoff discussion with the Board, to review the strategic arc of the five periods in MCWD's history, and to preliminarily map potential insights and principles. Subsequently, Smith Partners has drafted four chapters, completing historical research, assembling information from archives, and facilitating discussion with the Board.

Some chapters early in MCWD's history required more work than anticipated to gather and synthesize materials from archives, simply due to information not being as readily available or well indexed as more recent time periods. Some of the chapters were also quite dense, requiring multiple discussions with the Board of Managers. As discussed with the Board, the work to date has consumed a majority of the budget. Currently there is \$1,485 remaining in the initial budget.

Based on the work and experience to date, Smith Partners has prepared a scope of work in an amount of \$34,787, to complete the project. This work includes completing the research and drafting of white papers, refining chapters 1-5 with citations and incorporation of feedback from the Board, and the distillation of insights and principles which are to be workshopped and discussed with MCWD Staff and Board. The final work product will be assembled with an introduction, the individual white papers, and a conclusion section which memorializes the guiding principles.

Recommendation:

At the April 28 2022, Meeting the Board of Managers will be asked to authorize a second phase contract with Smith Partners PLLP to complete the strategic analysis work, in an amount of \$34,787.

Supporting documents (list attachments):

- Scope of Services.



RESOLUTION

Resolution number: 22-032

Title: Authorize Second Phase Contract with Smith Partners to Complete Historic Review

WHEREAS, 2022 represents the midpoint of the Minnehaha Creek Watershed District’s 10-year plan, and is also the 5 year anniversary of the District’s 2017 plan for strategic alignment.

WHEREAS, as the District approaches this midterm milestone the Board of Managers has expressed a desire to continue strategic preparations for the future.

WHEREAS, the PPC engaged in a series of discussions to clarify the purpose and focus the process for these discussions.

WHEREAS, pursuant to Resolution 21-013, the Board of Managers authorized a contract in the amount of \$50,350 with Smith Partners PLLP, whom the Board found uniquely qualified to complete the work given their decades of history strategically advising MCWD, to conduct an analysis of the MCWD’s history with the purpose of deriving strategic insights and mapping principles to guide the District into the future.

WHEREAS, the completion of research for earlier chapters in MCWD’s history was more involved than originally anticipated, due to the availability and indexing of information in archives, which has consumed a majority of the approved budget.

WHEREAS, the need for a second phase contract was previewed during presentation of the last white paper, in MCWD committee.

WHEREAS, Smith Partners has assembled a second phase scope of work to complete the project, in an amount of \$34,787, to complete remaining research, draft remaining white papers, refine all white paper chapters based on feedback to date and to include citations and references, to distill the insights and principles, to facilitate staff and Board workshops and discussions, and to assemble into a final package.

WHEREAS, the Board of Managers has reviewed the proposed scope of work and finds the analysis of MCWD’s history and the resulting guiding principles as valuable contributions to the District’s ongoing success and future alignment.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby authorizes the District Administrator to execute a contract with Smith Partners PLLP to complete the historical analysis project in accordance with the attached scope of services in an amount not to exceed \$34,787.

Resolution Number 21-032 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 4/28/2022

 Secretary Date: _____



Supplemental Scope of Services
Minnehaha Creek Watershed District Strategic Review

April 23, 2022

1. Research, write and present Chapter 4 (2000-2010)	\$11,787*
2. Research, write and present Chapter 5 (2011 – 2021)	\$10,600
3. Edit Chapters 1 – 5**	6,300
4. Prepare and participate in staff, board workshops in distillation of overarching reflections and guiding principles to serve as concluding chapter	6,100
TOTAL	\$34,787

*This amount is in addition to the approximately \$1,485 remaining within the original scope.

**This will be text in Word format, relying on MCWD staff to produce layout with images for final product.