

RICHLAND COUNTY WATER RESOURCE DISTRICT
Richland County Courthouse, Wahpeton, ND
January 5, 2015

The Richland County Water Resource Board (RCWRB) met January 5, 2015 at 9:00 AM at the Richland County Courthouse, Wahpeton, North Dakota.

THOSE PRESENT: Managers Gary Friskop, James Haugen, Robert Rostad, and Monica Zentgraf, Secretary-Treasurer.

Confirmation of Board Reorganization

Secretary Zentgraf confirmed the re-organization of the RCWRB for Year 2015 as follows:

Chairman of the RCWRB- Don Moffet
Vice Chairman of the RCWRB- Robert Rostad
Administrative Office Manager/Secretary/Treasurer- Monica Zentgraf
Legal Counsel- Sean Fredricks of Ohnstad Twichell Law Firm

Delegate Positions:

Tri-County Water Resource Executive Board- Mgr. Haugen
Red River Joint WRD Executive Board- Mgr. Rostad
Red River Joint WRD Full Board- Mgr. Rostad and Mgr. Haugen
Sheyenne River Joint Water Resource Board- Mgr. Moffet
Southern Valley Initiative- Mgr. Burvee and Mgr. Friskop
Flood Diversion Board of Authority- Mgr. Friskop
Mn Dak Coalition- Mgr. Rostad

Banking Institutions:

Wells Fargo Bank and Bank of the West

Meeting Schedule:

January 2015- Every Monday
February 2015 through December 2015- Every Tuesday

2015 Priority List:

County Wide Flood Retention
2013 FEMA Projects
Antelope Creek/Wild Rice River Snagging & Clearing
Sheyenne River Snagging & Clearing

Minutes

It was moved by Mgr. Haugen and seconded by Mgr. Friskop to approve the minutes of the December 22, 2014 meeting as corrected. The motion carried unanimously.

The Managers reviewed Paul Langseth Appl #11-195 for Sec 2, Freeman Twp. A motion was made by Mgr. Friskop and seconded by Mgr. Haugen to deny the application due to age and inactivity of the application. The motion carried unanimously.

Request for Engineering Services

In accordance with the Committee's INITIAL REPORT and SECOND REPORT, and as required under the North Dakota State Water Commission Policy and Chapter 54-44.7 of the North Dakota Century Code, the Agency Selection Committee performed the following tasks:

1. The Committee developed and approved "a formal invitation to firms for submission of information" (a Request for Qualifications) as required under 54-44.7-03(2)(c).
2. The Committee concluded a single publication in the *Daily News* appropriately, adequately, and sufficiently invited Qualified Statements, but in addition to advertising, the Committee solicited proposals from Houston Engineering, Interstate Engineering, and Kadrmass, Lee, & Jackson.

3. The Committee procured publication of its invitation/RFQ in the *Daily News* on October 1, 2014
4. The Committee's invitation/RFQ set the deadline for submitting Qualification Statements as 4:30 p.m. on October 23, 2014.
5. The Committee accepted a timely-submitted Qualification Statement from Interstate Engineering, Inc.
6. In light of the firm's qualifications and the District's familiarity with the quality of the firm's work, the Committee concluded re-advertising was unnecessary and that Interstate Engineering, Inc was entitled to interview.
7. The Committee set January 5, 2015 at the Richland County Water Resource District, 418 Second Avenue North, Wahpeton, North Dakota, as the date and place of the firm's interview with the Committee.
8. The Committee authorized an invitation to interview, and the District's staff subsequently mailed an interview invitation to Interstate Engineering, Inc.

The Committee conducted an interview with Mike Bassingthwaite, representative of Interstate Engineering, Inc, the only firm to respond to the Request for Qualifications, at the office of the Richland County Water Resource District on January 5, 2015.

The Committee provides the following ranking and related data to support the ranking:

The Committee has a long standing working relationship with Interstate Engineering, Inc and is very familiar with the company and their qualifications. The Committee reviewed the seven point criteria of the North Dakota Century Code and based on Engineer Bassingthwaite's responses, concluded that Interstate Engineering is exceptionally qualified to provide engineering services for the Richland County Water Resource District. The Committee unanimously concurred that Interstate Engineering is the top ranked firm.

Based on the District's previous working relationship with Interstate Engineering, Inc and information provided to the Committee through the Request for Qualifications process, the Committee recommends Interstate Engineering, Inc as the most qualified firm.

The Committee and the District both approve the FINAL REPORT, including the recommendation regarding Interstate Engineering, Inc as the most qualified firm. The District will provide written notice of its decision to Interstate Engineering, Inc, the lone firm that submitted Qualification Statements. In addition, the District will provide a copy of the FINAL REPORT to the North Dakota State Engineer.

The District will commence negotiations with Interstate Engineering, Inc and will ultimately enter into a written agreement with the firm if the parties can agree on a compensation that is reasonable and fair to the District. If the parties cannot negotiate a satisfactory agreement, the District will terminate negotiations and will re-advertise and continue its selection process as required under Section 54-44.7-03(7).

Adjournment

Mgr. Friskop left the meeting. Due to lack of a quorum, Vice Chr. Rostad adjourned the meeting at 10:40 AM.

Respectfully submitted,

Monica Zentgraf
Secretary

Robert Rostad
Vice Chairman of the Board