



Title:	Selection and Authorization to Execute a Contract for Government Relations Services
Resolution number:	23-077
Prepared by:	Name: Samantha Maul Phone: 952-641-4518 smaul@minnehahacreek.org
Recommended action:	Authorize Execution of Contract with Joel Carlson for Government Relations Services
Schedule:	12/14/2023: Staff recommendation to Board for Approval 12/18/2023 - 12/29/2023: Contract Negotiations 1/2/2024: New Contract Start Date
Budget Considerations:	Fund name and code: 4-4002-2320 Contract Services Fund budget 2024: \$144,300
Past Board Action:	Resolution # 23 – 059 Authorization to Release Request for Proposals for Government Relations Services

Summary:

Under [Minnesota Statute §103B.227](#) a Watershed District is required to solicit interest via an open request for proposals (RFP) process for professional or technical consultant services at least every two years. The Minnehaha Creek Watershed District's (District's) current Government Relations consultant contract expires on December 31, 2023.

In accordance with statute, and the upcoming expiration of the current government relations contract the Board of Managers adopted [Resolution 23-059](#) and authorized the release of an RFP for Government Relations Services at the September 28, 2023 Board meeting. The RFP was published on September 29, 2023, with a deadline of October 30, 2023.

One proposal was received from Joel Carlson.

Joel Carlson is the District's current governmental relations consultant. Staff reviewed the proposal against the criteria and submittal requirements of the RFP, have found Joel Carlson's proposal to meet the requirement, and hereby recommend the Board of Managers authorize the District Administrator, on advice of counsel, to execute a new two-year contract, effective January 2, 2024, with an expiration date of December 31, 2025, in an amount not to exceed \$28,000 per year or \$56,000 for the term of the contract.

Cost Analysis:

Joel Carlson proposes to provide government relations under retainer with no cost increase over the current rate, which falls within the 2024 Outreach budget of \$144,300. The general services under the retainer agreement include:

1. Provide lobbyist services during the regular legislative sessions and advocacy services for the remaining months of the agreement.
2. Meet annually with MCWD staff and Board Members to develop a legislative policy agenda that supports the District's strategic priorities.
3. Provide legislative research and updates on legislative proposals that may affect the MCWD and its operations.

4. Conduct weekly verbal briefings with MCWD staff during the legislative session.
5. Provide monthly written reports to MCWD staff during the legislative session on proposals that may affect the MCWD and its operations.
6. Meet with MCWD staff and Board members to debrief and adjust the policy agenda, after each legislative session.
7. Provide legislative representation for the MCWD by coordinating with others interested in legislation, meeting with legislators, attending appropriate committee hearings, developing written lobbying materials and providing or arranging testimony before legislative committees as needed.



RESOLUTION

Resolution number: 23-077

Title: Authorization to Execute a Contract for Government Relations Services

WHEREAS, Minnesota Statutes 103B.227 requires watershed districts to solicit interest proposals for professional services before retaining the services of a consultant at least every two years; and

WHEREAS, the professional services contract for the government relations consultant expires on December 31, 2023; and

WHEREAS, the District approved the release of a Request for Proposal (RFP) for a Government Relations Consultant at the September 28, 2023 Board meeting; and

WHEREAS, the District received one response to the Request for Proposals; and

WHEREAS, staff reviewed the response based on the proposal's demonstration of an understanding of the nature of state, regional, and local watershed management; an understanding of the District's priorities; the experience and expertise of the firm and staff; and cost; and

WHEREAS, staff found that the proposal meets the requirement of the RFP and therefore recommend that the Board select Joel Carlson as the Government Relations consultant.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby selects Joel Carlson as the government relations consultant and authorizes the District Administrator to execute a new two-year contract with a termination date of December 31, 2025, on advice of counsel and with any non-material changes, for government relations services on retainer for an annual amount not to exceed \$28,000 or \$56,000 for the term of the contract.

Resolution Number 23- 077 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: December 14, 2023.

Secretary Date: _____