COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: July 13, 2015
AGENDA NUMBER: 16
ITEM: Tour of Watershed District Offices

POLICY IMPACT: Discussion
FISCAL IMPACT: Non-Budgeted

REQUEST

BACKGROUND
As part of the 2016 Budget process the Board
1. Wished to pursue constructing our own office facility
2.Expressed its desire to view and tour the offices of other Watershed Districts they own their own building. During May and June Staff and select Board members toured the following facilities and provided general reports back to the Board as a whole. The District offices visited were:
   a) Minnehaha Creek
   b) Ramsey-Washington Metro
   c) Mississippi River WMO

Ramsey Washington Metro and Mississippi WMO have been contacted and are expecting us late afternoon/ early evening next Monday, July 20.
This tour is for Board members and staff only.
The bus will leave the District office at 4 PM.

A first draft itinerary is
4:00 to 4:30 Drive to Ramsey Washington Metro
4:30 to 5:30 Tour RWMWD Office & Meet with Cliff Aichinger, former District Administrator to answer questions

5:30 to 6:00 Drive from RWMWD to Mississippi River WMO
6:00 to 7:00 Tour MWMO Meet with Doug Snyder, MWMO Administrator
7:00 to 7:30 Return trip to District office

ISSUES/CONCERNS
Previous Questions:
1. Financing
2. Construction costs
3. Operating cost and arrangements (everything from plowing the parking lot, care of BMPs to vacuuming and changing light bulbs
4. Meeting facilities (incl. about how many people per meeting do you see)
**Current Lease Expiration:** September 30, 2017

**Potential Process**

1. **Familiarity:** Visit other facilities recently built. Evaluate Strengths/Weaknesses and What might work Coon Creek

2. **Needs Analysis:** Space requirements and other needs and wants.

3. **Master Plan:** Site & building plan and Budget

4. **Selecting Service Delivery:** Choosing how different parties on building team will work with each other - responsibilities & authorities

5. **Design:** Address needs and wants - drawings

6. **Preconstruction:** Schedules

7. **Move-In:**

8. **Evaluation:**

**RECOMMENDATION**

1. The Board should consider that this tour is the end of the familiarity step and turn their attention to a needs analysis

2. The Board should identify if there are any other questions, in addition to the ones explored previously, so that Cliff and Doug can have information available