

Proposal to Provide Accounting Services

COMFORT LAKE-FOREST LAKE WATERSHED DISTRICT

September 24, 2020

Submitted By:
Mark C. Gibbs, CPA
Managing Partner

Redpath and Company, Ltd.
55 5th Street East, Suite 1400
St. Paul, MN 55101
651.426.7000
mgibbs@redpathcpas.com
www.redpathcpas.com



September 24, 2020

Comfort Lake-Forest Lake Watershed District
c/o Mr. Mike Kinney
44 Lake Street South
Suite A
Forest Lake, MN 55025

Dear Mr. Kinney:

In response to your request, we are pleased to submit a proposal to perform monthly accounting services for the Comfort Lake-Forest Lake Watershed District for the years ended December 31, 2021 and 2022.

Firm Background

Redpath and Company is a leading accounting firm providing proactive, innovative and value driven CPA services. We serve closely held businesses, government and not-for-profit entities in the areas of audit & attest, tax, benefits and compensation administration, international consulting, mergers & acquisitions, succession and estate planning, and valuation services. Our offices are located in downtown St. Paul and White Bear Lake with approximately 160 employees. The work on this engagement will be performed by the White Bear Lake office.

Redpath and Company is a full-service accounting firm. We help individuals and organizations – including businesses, local governments and not-for-profits – make decisions that create value and contribute to their financial well-being. Substantial effort of our professional staff is directed toward serving Minnesota local governments. Twenty-five staff members are assigned to governmental and not-for-profit services and devote significant time and effort in providing audit and other services to Minnesota governmental entities.

Redpath and Company is prepared to continue to assist you with your monthly and quarterly accounting needs. Our objective is to make your life easier, save you time and save your staff time.

We have an extensive list of governmental clients. These clients value our service and retain our services for extended periods because we:

1. Provide professional and courteous service in a timely manner.
2. Remain in contact throughout the year to answer questions relative to funding, annual budgeting, compliance matters and other accounting issues.
3. Are available to assist in problem solving and long range planning.
4. When requested, meet with the governing board to explain financial reports and answer questions.

Client References

Entity	Contact
Ramsey-Washington Metro Watershed District	Tina Carstens 651/792-7960
Minnehaha Creek Watershed District	James Wisker 952/471-0590
Valley Branch Watershed District	Ed Marchan 612/491-8790
Lower Minnesota River Watershed District	Linda Loomis 763/545-4659
Riley Purgatory Bluff Creek Watershed District	Claire Bleser 952/607-6512
Nine Mile Creek Watershed District	Randy Anhorn 952/835-2078
Capitol Region Watershed District	Mark Doneux 651/644-8888
Middle Mississippi Watershed Management Organization	Doug Snyder 612/465-8780
Rice Creek Watershed District	Nick Tomczik 763/398-3071

Accountant Qualifications

The Redpath and Company staff responsible for your account will be:

Mark C. Gibbs, CPA – *Managing Partner*. Responsible for final review. Assists staff with complex technical issues.

Nancy M. Martinson – *Senior Accountant*. Responsible for monthly accounting services.

Mark has extensive audit and accounting service experience with the following watershed districts: Ramsey Washington Metro Watershed District, South Washington Watershed District, Lower Mississippi River Watershed Management Organization, Lower Minnesota River Watershed District, Valley Branch Watershed District, Minnehaha Creek Watershed District, Riley Purgatory Bluff Creek Watershed District, Nine Mile Creek Watershed District, Browns Creek Watershed District.

Nancy Martinson, Senior Accountant, has worked in our not-for-profit and government area for 20 years. She has performed monthly accounting services for the following watershed districts:

- Minnehaha Creek Watershed District
- Ramsey-Washington Metro Area Watershed District
- South Washington Watershed District
- Lower Minnesota River Watershed District
- Mississippi Watershed Management Organization
- Capitol Region Watershed District

- Valley Branch Watershed District
- Comfort Lake-Forest Lake Watershed District
- Riley Purgatory Bluff Creek Watershed District

Redpath and Company would prepare the monthly accounting as follows:

Monthly Accounting - \$1,300

- District codes invoices and receipts
- District approves each check and signs them at the monthly meeting. District would mail checks to vendors.
- Redpath and Company enters invoices and receipts into Sage accounting system, generates monthly financial statements, including:
 - Customized check register
 - Financial Reports
 - Administrative and program budget report
 - Statement of revenue, expenditures and changes in fund balance
 - Income statement/balance sheet
 - Budget to actual comparisons for all funds
 - Schedules of each fund

Redpath and Company reconciles all accounts, prepares bank reconciliations and makes journal entries to close the month, allocates interest revenue, allocates administrative expenditures and other such journal entries as may be required. Any journal entries prepared by Redpath will be approved by the District.

Monthly Reporting

- The Watershed District Board meets on the fourth Thursday of each month.
- The District will provide Redpath and Company with all monthly financial and payroll information (coded invoices, coded receipts, bank statements, etc.) at an agreed upon time by the District and Redpath. We would then return the monthly accounting packet described above at a time we both agree on.

This process allows us to maintain our independence because we will not be making any management decisions; those decisions (coding of the invoices and receipts) are made by the Administrator.

Payroll - \$500

- Redpath and Company prepares payroll in MyPay payroll service on a semi-monthly basis in accordance with District policies.
- Redpath and Company coordinates all payroll related reports (Federal Form 941, State of Minnesota Department of Revenue, Department of Labor, etc.) and files on a timely basis.
- Redpath and Company coordinates the preparation of Federal and Minnesota Department of Revenue payroll tax deposit requirements for semi-monthly deposits.

- Redpath and Company prepares Public Employee Retirement Association Salary Deduction Report, submits payment on a timely basis and files a copy with the PERA office in accordance with District policies.
- Redpath and Company prepares Deferred Compensation listing and submits payment on a timely basis in accordance with District policies.

Financial Review

Redpath and Company will be available for monthly/annual financial review and consulting on an as-needed basis.

Fees

Nancy Martinson would be your primary contact for accounting services and Kris Retica for payroll services. Our fee estimate is to provide the above services for \$1,800 per month, subject to annual review. The cost of supplies (checks, copies, etc.) will be passed through to the Watershed District.

Our fee to provide financial review and consulting will be at our standard hourly rate, which is \$150 per hour for accounting services and \$130 for payroll services outside of this engagement letter.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

We are available to discuss this letter with you at any time.

Sincerely,

REDPATH AND COMPANY, LTD.



Mark C. Gibbs, CPA

MCG/bms

Create Opportunities



September 21, 2020

**Proposal to provide professional
monthly accounting, payroll, and consulting services to:**

Comfort Lake-Forest Lake Watershed District

Prepared by:

Christopher Knopik, CPA, CFE, Principal
christopher.knopik@CLAconnect.com
direct 612-397-3266



CLAconnect.com

WEALTH ADVISORY

OUTSOURCING

**AUDIT, TAX, AND
CONSULTING**

Firm Background and Experience

Create opportunities

CLA exists to create opportunities for our clients, our people, and our communities through industry-focused wealth advisory, outsourcing, audit, tax, and consulting services. Our broad professional services allow us to serve clients more completely — from startup to succession and beyond.

Our professionals are immersed in the industries they serve and have specialized knowledge of their operating and regulatory environments. With more than 6,200 people, more than 120 U.S. locations, and a global affiliation, we bring a wide array of approaches to help clients in all markets, foreign and domestic.



With CLA by your side, you can find everything you need in one firm.

Governmental experience

As you know, CLA offers you the credibility, reputation, and resources of a leading professional services firm — without sacrificing the small-firm touch. We bring unsurpassed levels of technical excellence, commitment, and dedication to our clients, which have made us one of the most successful professional service firms serving governmental entities. Our strong reputation for serving state and local government units provides the District the confidence in their decision to continue working with CLA.

CLA has one of the largest governmental audit and consulting practices in the country, serving more than 3,450 governmental clients nationwide. Public sector clients represent approximately one-quarter of all firm-wide revenue, and each of the government services team members are thoroughly versed in the issues critical to complex governmental entities.

CLA's state and local government group has experience working with governments across Minnesota and the country. The goal of our firm is to work alongside government organizations to customize a set of services that helps them accomplish their operational and strategic goals.

- CLA's finance and accounting services allow your leadership team to focus on the strategic goals of the organization, by providing financial information that is accurate, relevant, and timely.
- CLA's advising and consulting services allows your organization to have a collaborator in strategic, financial, and operational planning, which helps build toward long-term success.



Our professionals have deep, technical experience in serving governmental entities. As a professional services firm experienced in serving state and local units of government, we are very aware of the financial and legal compliance requirements that government officials are faced with daily. This creates complexities and service issues within a unique operational and regulatory environment. Because of our experience, we have become adept at providing our clients with insights in this environment not typical of other professional service firms.

Billing Rates and Proposed Services

Hourly rates for ongoing monthly accounting, consulting services, and meeting attendance

- 1) **Monthly Accounting – \$1,100/Month** – For items identified in the Approach and Proposed Services section. This is a flat fee.
- 2) **Consulting and Meeting Attendance – \$150/hour – Principal and CFO and \$70/hour for Senior Staff** - Hours will be billed based on actual hours worked, which may vary based on the time of year and requests of the District. Our firm commits to being transparent and making decisions together about what resources are needed before beginning work on the task or project.

Rates for semi-monthly payroll processing, all related reporting

For processing semi-monthly payroll for the District employees, including all required related payroll reporting, CLA proposes a fee of **\$300 per month**. This monthly fee includes all ACH, filing fees, W-2, 941, and other required reporting associated with providing payroll services. In addition, there is a one-time startup fee of \$170 to accumulate and set up initial information. Our fee for payroll processing and reporting is a flat fee based on the number of District employees.

Proposed monthly accounting, payroll, and consulting services

CLA proposes three ongoing levels of service: 1) Principal and CFO, 2) Senior Staff, and 3) Payroll Specialist. This structure allows the District the ability to leverage the skills of the staff and firm while also allocating work to appropriate staff level. This brings you more value at a more affordable price point.

Within these levels of the service, CLA envisions the following roles and scope:

Principal and CFO Services

- Approval and sign-off of financial reports – **Principal – Monthly Accounting**
- Technical advisor – **Principal and CFO – Consulting**
- Other high-level services as needed – **Principal and CFO – Consulting**
- Main point of contact for the organization – **CFO – Monthly Accounting**
- Presentation of information to the leadership team – **CFO – Meetings**
- Collaborating with leadership team in implementing strategy and achieving goals – **CFO – Consulting**
- Budgeting and financial forecasting including cash flow management and treasury work – **CFO – Consulting**
- Review of financial reports, processes, and internal controls – **CFO – Monthly Accounting**
- Review of audit work papers and primary liaison with external auditors – **CFO – Monthly/Consulting**

Senior Staff

- Regular financial report preparation – **Monthly Accounting**



- Preparation of annual audit work papers and communication with external auditors – **Monthly/Consulting**
- Accounts receivable, accounts payable, 1099 preparation, and cash receipting – **Monthly/Consulting**
- Vendor and customer maintenance – **Monthly Accounting**
- Regular relevant account reconciliation (i.e., bank reconciliations, investment reconciliations) – **Monthly**

Payroll Specialist Services – All Monthly Accounting Related

- Process semi-monthly payroll, including completing all ACH and other payroll related transactions
- Prepare W-2, 941, and other required forms
- Assist in annual audit work paper preparation and interact with external auditors as needed

Team Roles and Experience

Chris Knopik and Laura Larson are the CLA personnel committed to serving the District. They have experience in performing engagements with other governmental organizations, and they will work with the goal of exceeding expectations. The following is information on the proposed engagement team members.

Engagement Team	Title	Role and Experience
Christopher Knopik, CPA, CFE	Principal, Technical Resource	Approval and sign-off on financial reports. Technical resources and audit coordinator. 15 years of Public Sector experience with cities, counties, special districts, colleges and universities, and watershed districts.
Laura Larson	Senior	Provides monthly accounting services and other consulting and finance services as requested by the District.



Proposal for Audit Services

Comfort Lake – Forest Lake Watershed District

September 25, 2020

Andrew Berg, CPA
(952) 715.3003

andrew.berg@aemcpas.com

5201 Eden Avenue Suite 250 Edina, MN 55436

P: (952) 835.9090 • F: (952) 835.3261

100 Warren Street Suite 600 Mankato, MN 56001

P: (507) 625.2727 • F: (507) 389.9139

www.aemcpas.com



Executive Summary

We are pleased to present our proposal for audit services to the Comfort Lake – Forest Lake Watershed District. We have prepared our proposal based on our understanding of your organization's needs from the request for proposal we received and our previous working relationship, during which we were provided with an opportunity to get to know you better.

We understand that the key requirements you have of your selected advisors include:

- Access to partners and staff for assistance in answering questions throughout the year
- Deliver both concise and informative information to the Board
- Demonstrate familiarity, knowledge and experience in the industry
- Provide a timely and efficient audit completed after April fieldwork

We understand that the requested work to be completed includes the following services:

- Annual Financial Statement Audit
- Management Letter
- Presentation to the Board

Based on our work with more than 100 local governments similar to yours, we confidently believe we can meet your requirements and exceed your expectations for the reasons listed below and referenced in our proposal.

- We provide timely services and currently adhere to an 18 day turnaround time from fieldwork for the delivery of draft financial statements to the client.
- We have worked with numerous other watershed districts.
- Our Board presentation uses ratios and comparisons of trends that give snapshots of metrics for your Organization through graphs and charts.
- We have a dedicated team of 40 partners, managers and staff that serve governments exclusively.
- Our government experience extends beyond just audit and compliance. We also provide the following services to government organizations.
 - Human Resource solutions
 - Long-term financial planning
 - One-on-one personalized and group-focused training opportunities
 - Process improvement- lean process and process evaluation
 - Arbitrage services
- Integral to our mission is a philosophy that we help organizations reach their maximum potential through open communications and teamwork. **We enjoy answering questions any time of the year, and at no cost!**

We commit to providing an excellent level of client service and helping you move beyond the numbers through communication, support and customized guidance. As you review the details of this proposal, please do not hesitate to contact us with questions or for clarification. We look forward to partnering with the District.



Your Team

In assembling our team to serve the Comfort Lake – Forest Lake Watershed District, we have assigned experienced individuals who know and understand your unique financial accounting and tax needs. Our proposed delivery team has substantial experience working with entities similar to yours, including audit and accounting experience. Our team members and their respective experience are briefly profiled below. Full biographies for the staff members can be provided upon request.

	MEMBER	TITLE	YEARS OF EXPERIENCE
	Andy Berg, CPA	Partner	26
	Tom Olinger, CPA	Partner	22
	Justin Nilson, CPA	Manager	8
	Tyler See, CPA	Senior Associate	5

A list of our current Watershed clients that we perform annual audits or accounting services for are listed below.

Riley Purgatory Bluff Creek Watershed District	South Washington Watershed District
Claire Bleser 320.398.2725	Matt Moore 651.714.3729
Engagement partner – Andrew Berg	Engagement partner - Andrew Berg
Prior Lake – Spring Lake Watershed District	Minnehaha Creek Watershed District
Diane Lynch 952.447.4166	Deb Johnson 952.641.4503
Engagement partner – Andrew Berg	Engagement partner – Jean McGann



Value

Our fees range from \$95 to \$365 per hour based upon the experience and level of the individuals to be assigned to perform the audit. Fees are also based on the assumption that your District's staff will be assisting us whenever possible with audit schedules. We will provide a detailed audit plan and prepare a list of requested schedules upon proposal acceptance.

We do not believe in charging for a phone call, emails, etc. at any time during the year. We encourage clients to call us for questions, advice, or just update us on what is happening in their organization throughout the year. We want to be a resource for you throughout the year without consideration of whether or not the meter is running. When our communications identify additional service needs, we will provide you with an expected fee range.

We have not anticipated any additional hours for new audit or accounting standards. Accounting or audit standard changes may result in increased hours.

SUMMARY SCHEDULE OF PROFESSIONAL FEES

	Year End December 31	2020	2021
Audit	Not-to-Exceed Amount	\$8,300	\$8,550

In an effort to reduce environmental impact, you will receive printable, downloadable PDFs of your report. Printed copies will be charged at \$150 for the set-up fee and one report, plus \$50 per additional printed report.



Why AEM

Abdo, Eick & Meyers, LLP, established in 1963, has a professional staff of more than 150 in its Edina and Mankato offices. The two offices serve clients of all sizes and industries. Our services include audits, reviews and compilations, monthly accounting, tax planning and preparation, and management advisory services. In addition, Abdo, Eick & Meyers, LLP is recognized as one of the Top 150 firms in the United States and the 11th largest firm in Minnesota.

We're here because our clients need solutions to their challenges--not a commodity product. Through our dedication to teamwork, development and relationships, we will help our clients thrive. The investments into our People + Process make a difference for you, our valued client. We focus on the challenges and needs that are relevant to your business or government agency. This allows us to be thoughtful in our approach in providing you with the best solutions, and leave you assured in the value of our deliverable.

The Firm is a member of the American Institute of Certified Public Accountants Division of Firms and has received an unmodified opinion on its Peer Review. Our Peer Review, was completed in 2017 and resulted in a pass rating. A copy of this letter can be provided upon request.

The Firm has not had any federal or state desk reviews or field reviews of its audits in the last three years. We have had no disciplinary action taken or pending against the Firm during the past three years with state regulatory bodies or professional organizations.

We maintain library facilities which include current professional literature and specific information for the industries we serve. The Firm library is also reviewed as part of the external quality review program. The Firm has in-house training programs specific to our government clients. We also perform auditing and accounting updates for our clients that are organized by our staff. These practices ensure the quality of our staff over the term of engagement.



WE LISTEN

You will know you're in the right hands well before delivery, but be assured that we will get you a great value for the investment of your time.



WE ENGAGE

Active engagement with DFK International and domestic industry associations allows us to provide maximum value to your District.



WE DELIVER

Combining our internal expertise and technological resources with what we've learned about you allows us to deliver a solution that exceeds your expectations.

Letter of Interest and Statement of Qualifications

Blue Water Science

**550 South Snelling Avenue
St. Paul, MN 55116**

**To: Mike Kinney, Comfort Lake-Forest Lake Watershed District,
Administrator**

**From: Steve McComas, Blue Water Science
mccomas@pclink.com
651.690.9602 (phone)**

September 25, 2020

Thank you for the opportunity to submit this Letter of Interest. Our primary areas of expertise are in:

- **LAKE MANAGEMENT** (including aquatic plants, fish, and aquatic invasive species)
- **NEWEST LAKE MANAGEMENT TECHNIQUES**

Thank you,

**Steve McComas
Owner and Aquatic Scientist**



Blue Water Science Watershed District Experience

On behalf of Blue Water Science, a three-person consulting firm in St. Paul, we are submitting a Letter of Interest for providing the Comfort Lake- Forest Lake Watershed District with lake management related activities.

Comfort Lake-Forest Lake Watershed District

We have worked in CLFLWD on a variety of projects over the years including:

- Comfort Lake-Forest Lake Watershed District (2009-2020). Aquatic Plant Surveys for Bone Lake, Comfort Lake, Forest Lake, and other lakes in the watershed.
- Comfort Lake-Forest Lake Watershed District (2014-2020). Zebra mussel and flowering rush surveys.
- Comfort Lake-Forest Lake Watershed District (2011-present). Completed AIS Action Plans for 6 District lakes.
- Comfort Lake-Forest Lake Watershed District (1998-2020). Conducted shoreline inventories for Forest Lake, Comfort Lake, Bone Lake, Little Comfort Lake, and Sea Lake. As well as fish surveys for several District lakes.



Starry stonewort from Lake Koronis is a new AIS in Minnesota. We have experience managing starry stonewort.

Experience with Other Watershed Districts and County Environmental Services

Blue Water Science has researched and produced over 200 Aquatic Invasive Species surveys and as well as lake management plans along with community outreach support for the following organizations:

- Comfort Lake-Forest Lake Watershed District
- Minnehaha Creek Watershed District
- Prior Lake/Spring Lake Watershed District
- Rice Creek Watershed District
- Carnelian-Marine-St. Croix Watershed District
- Minneapolis Park and Recreation Board
- Douglas County Environmental Services
- Dakota County Environmental Services

In addition lake management plans and AIS Action Plans for individual lakes have been prepared for lakes in various counties and cities.

Areas of Specialization

We bring the following unique aspects:

- Over 30 years experience on lake related projects.
- Over 900 different lake projects completed.
- New approaches for lake and AIS management have been developed.
- Two books written by Steve McComas on lake management projects regarding aquatic plants, algae, and fish.
- Experience working with the Comfort Lake-Forest Lake Watershed District.



AIS and Aquatic Plant Management: We have been involved in aquatic plant management specifically involving the non-native species of curlyleaf pondweed and Eurasian watermilfoil and flowering rush for a number of years.



AIS and Fisheries Management: We have extensive fisheries experience working with common carp management and gamefish improvements.



Starry Stonewort and Other AIS: We have experience managing and controlling new AIS infestations including starry stonewort. We also assess impacts of AIS on aquatic ecosystems.

Blue Water Science: Always attempting to implement the latest technologies and applied research

- **Hybrid milfoil** - newest herbicide formulations and use of selective herbicides based on milfoil genotypes
- **BioBase mapping** - we have used BioBase when needed, since 2015
- **Starry stonewort** - surveying and managing new infestations at public accesses (Sylvia, Grand, Pleasant, Rice lakes) and large establishments (Lake Koronis)
- **Enhancing native plant communities** - transplanting and activating the existing seedbank (efforts in Keller, East, and Valley lakes)
- **Carp and Koi management** - surveys in Lakeville lakes and ponds and use of control methods
- **Zebra mussel control** - new research applications for short term and long term management
- **Other AIS** - brittle naiad and purple loosestrife - surveying and mapping and suitability assessments
- **Public information and education** - produced underwater videos, YouTube channels, use of drones, and enhanced graphic presentations

Blue Water Science Team

- **Steve McComas MSCE, MS** (40 years experience)
- **Jo Stuckert BS, CLM*** (29 years experience)
- **Connor McComas BS (pending)** (12 years experience)

(*Certified Lake Manager, from the North America Lake Management Society)

Fee Schedule

Steve McComas, Project Manager: \$115.00/hour

Jo Stuckert, Project Support: \$70.00/hour

Connor McComas, Project Support: \$60.00/hour

Advisory board member for the
Minnesota Aquatic Invasive Species
Research Center (MAISRC)

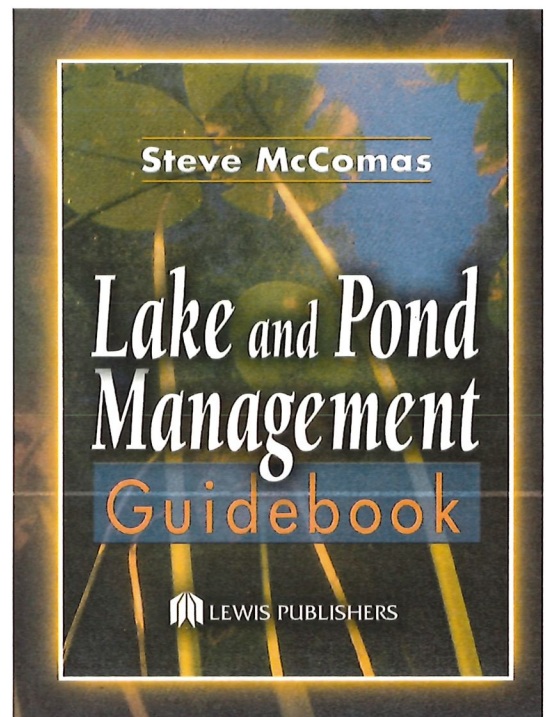


Minnesota Aquatic Invasive Species Research Center
12 hrs

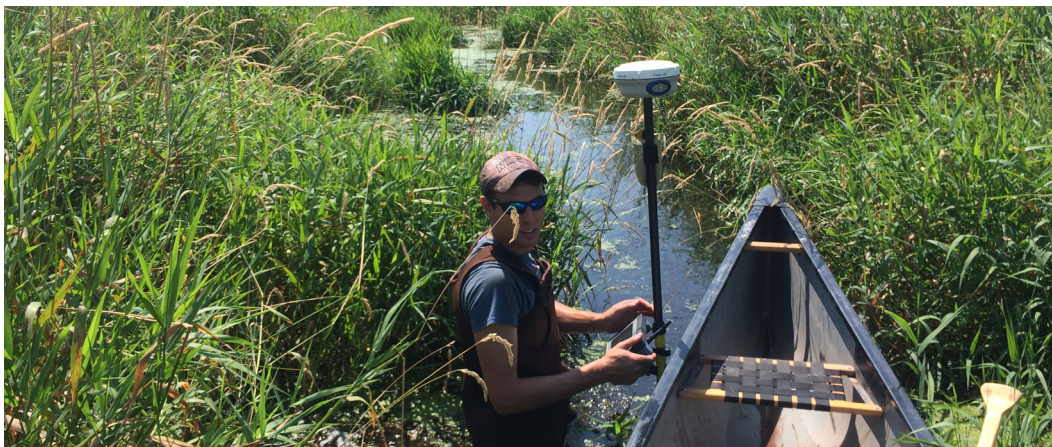
At MAISRC, we receive guidance from an Advisory Board that's made up of diverse voices from around the state -- including Steve McComas, pictured here! Steve has been investigating Minnesota lakes for several decades while operating Blue Water Science, a small consulting firm in St. Paul. Although Steve has written two lake management books that touch on AIS, he believes "there is much to be learned and applied for managing AIS on an ecological and economical basis."



Author of two lake management books



Solicitation for Professional Services 2021-2022



Document Component Specs

Text: Staples • multipurpose paper, 24 lb. text – 50% post-consumer fibers, FSC Certified.

Back Cover: Neenah Paper • Esse • Texture, Sapphire • 100 lb. cover • 30% post-consumer fibers, Green Seal® Certified

Wire Binding: Manufactured using recycled high carbon steel



September 30, 2020

Mike Kinney, Administrator
Comfort Lake-Forest Lake Watershed District
44 Lake Street South, Suite A
Forest Lake, MN 55025

**Subject: Comfort Lake-Forest Lake Watershed District Notice of Interest for
2021-2022 Professional Engineering Services**

Dear Mr. Kinney:


EOR appreciates this opportunity to provide a brief summary of our capabilities and expertise to continue providing professional services to CLFLWD. For the past 14 years, EOR's monitoring-based feasibility studies, strategic water resources management approach, and focus on selecting projects based on cost-benefit has helped the District secure over \$3.6M in competitive project grants. Just recently CLFLWD was also selected to participate in a 16-year Section 319 Small Watersheds Focus pilot grant program which will bring in approximately another \$1M in outside funding. As a result of this water resources management philosophy and approach, many District lakes are meeting their long-term goals 10-20 years ahead of schedule.

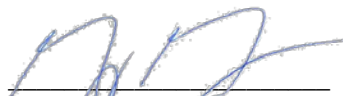
Since our selection as the District Engineer, the District has made enormous strides in reducing nutrient and sediment loading from the landscape through on-the-ground projects, administration of District rules, and community education. We will continue to implement the remaining projects and programs needed for all District lakes to meet long-term goals well ahead of schedule. We also welcome a new chapter for the District by completing and implementing the 2022 Watershed Management Plan Update, focused on additional pollutants (sediment, nitrogen and chloride), other resources (groundwater, wetlands and uplands), and addressing added challenges from climate change and development pressures. EOR has expertise in holistic project planning that incorporates ecological connectivity, recreational opportunity, groundwater protection, climate change resiliency, and social equity.

Our core EOR leads will remain the same: Dr. Meghan Funke as lead Client Representative, managing the joint efforts between EOR and the District; Greg Graske, as lead Senior Engineer, providing oversight and vision to EOR projects; Cecilio Olivier, as the Principal Partner, attending regular meetings with District staff and the Board, and overseeing the District H&H modeling efforts; and Jason Naber, as lead Biologist, providing his vast ecological perspective on District projects and programs, a critical component for the District's new long-term initiatives in greenway corridor planning and wetland banking. EOR is also committed to making available the rest of our large team of professionals with expertise across a wide range of fields (see Firm Profile) specifically dedicated to water resources science and engineering. As part of this SOQ, we also have identified a very experienced and diverse core team of professionals to work on District projects. As always, CLFLWD projects will be an EOR priority, and work allocation within the EOR Team will be flexible and adjustable to the District's goals. As we have illustrated through the last 14 years, we are confident that we have the capacity and resources to satisfy all of the District's workload needs. Recent company growth has also significantly expanded our team size and diversity of skills.

As committed water resources professionals, the ultimate objective of our work is clean water and healthy ecosystems. The most rewarding part of our profession and the drive behind EOR's commitment to CLFLWD is to implement watershed management policies and to design and build projects that achieve your goals. We support building partnerships with other researchers and consultants to provide the District with the best available science and tools for watershed management amidst future climate change and development pressures. And we look forward to continuing our relationship with CLFLWD and focusing on the shared environmental values and philosophy of our two organizations wherever the next chapter in the District leads.

Sincerely,


Meghan Funke, PE, PhD
Lead Client Representative


Greg Graske, PE
Senior Engineer, CFO

Firm Profile

EOR: Ever Evolving

EOR was founded in 1997 by Brett Emmons & Cecilio Olivier to meet the need for sustainable, alternative approaches to traditional and more expensive “grey infrastructure” water resource management. EOR pioneered LID and holistic resource & watershed management and **continues to grow as a company through expansion of our professional services across offices in Iowa, Wisconsin and Canada.** EOR is an employee-owned company with all staff solely dedicated to water resource management.

- **61** Employees
- **22** Registered Professional Engineers
- **6** Engineers-in-Training
- **7** Other Registered Professionals: (Architect, Landscape Architects, Geologist, Wildlife Biologist, Wetland Scientist, and GIS Specialist)
- **4** Certified Wetland Delineators
- **4** Certified Professional Erosion & Sediment Control Specialists
- **6** LEED Accredited Professionals
- **22** Professionals with Master degrees or higher
- **9** Professionals w/ 10-20 yr. experience
- **22** Professionals w/ 20+ yr. experience

EOR has received numerous national awards and was recently recognized by the **American Water Resources Association (AWRA)** and the **Water Environment Federation (WEF)** for our long-term work with Brown’s Creek Watershed District.

Select Recent Awards

- 2020 AWRA Integrated Resource Mgmt.
- 2020 WEF Water Quality Improvement
- 2020 MN-ASLA Landscape Honor Award
- 2017 USGBC Wisconsin Leader Award
- 2017 MN-ASLA Landscape Merit Award
- 2017 Sustainable St. Paul Award
- 2016 FIDIC Int’l Engineering Award

Services

EOR services encompass 3 areas: **WATER** which is closely interconnected with the environment (**ECOLOGY**) & people (**COMMUNITY**). Our believe, since the inception of the Company, has been that successful, holistic water resource management incorporates all 3 elements.

Water	Lake Diagnostic Studies	Watershed Management Plans
	In-lake Management Plans	Rules, Policy & Ordinances
	Lake Alum Treatments	BMP Targeting & Design
	Surface Water Monitoring	Stream Restoration
	Guidance Docs & Training	Hydrologic/Hydraulic Modeling
	TMDL & WRAPS Studies	Floodplain Management
	Facilitation & Outreach	Groundwater Modeling
	Litigation Expert Witness	Mining Permit Review
Ecology	Ecological Restorations	Invasive Species Management
	Vegetation Surveys	Wetland Delineation & Permitting
	Wildlife Surveys	Wetland Management & Banking
	Environmental Compliance	Natural Resource Assessments
	Urban Ecology	Cultural Resources Consultation
Community	Solar Design & Permitting	Utility Project Engineering
	Climate Resiliency	Stormwater Reuse Design
	Green Corridor Planning	Campus & Community Planning
	Sustainability Planning	Low Impact Development Design
	Parks and Waterways	Workshop & Charrette Facilitation
	Land Surveying	Construction Management

Watershed Experience

EOR was founded to support Watershed District clients, which has remained our core service and key area of expertise. EOR has worked with over 30 watershed organizations throughout the Midwest and Canada:

Bois de Sioux WD	Mississippi WMO
Brown’s Creek WD*	Grass Lake WMO
Capitol Region WD	Hazeltine-Bavaria WMO**
Carnelian-Marine-St. Croix WD*	Lower St. Croix WMO
Carver County	Mississippi WMO
Chisago Lakes LID*	Scott WMO
Comfort Lake-Forest Lake WD*	Shingle Creek WMC**
Lower MN River WD	West Mississippi WMC**
Middle Fork Crow River WD	Vermillion River JPO
Minnehaha Creek WD	Vadnais Lake Area WMO
Prior Lake-Spring Lake WD*	Credit Valley CA, Ontario
Ramsey-Washington Metro WD	Ausable-Bayfield CA, Ontario
Red Lake WD	Lakehead Region CA, Ontario
Rice Creek WD	Lake Simcoe Region CA, Ontario
Shell Rock River WD	Squaw Creek WMA, Iowa
South Washington WD	Beaver Dam Lake Association, WI

* **Exclusive services**

** *Previous experience with EOR staff*

EOR Expertise

Watershed Planning

EOR staff has produced over 50 different subwatershed and water resource management plans for watershed districts, WMOs and municipalities throughout the Upper Midwest and Canada. EOR also has expertise in greenway corridor and holistic, natural resource management planning. The **Crow River Corridor Planning Study** established and prioritized landscape units within 27,000 acres in Carver County, and EOR partnered with Hosington Kogler Group to develop a master plan for the **Moorhead Red River Corridor**. EOR has also worked with several municipalities on **Climate Change Vulnerability Assessments**, interpreting the latest climate research and quantifying risks to facilities and water resources using hydraulic & hydrologic modeling.

Lake Management

EOR utilizes a **science-based lake management** approach using paleolimnological, water monitoring and aquatic life data to inform management decisions. EOR has been involved in a wide range of lake management activities, including aquatic vegetation surveys, fish surveys, AIS surveys, in-lake management, whole-lake alum treatments, and drawdown feasibility studies. EOR has been involved in several whole-lake alum treatments in CLFLWD and state-wide, including Cranberry (in Deerwood, MN), Moody, Shields, and Upper Prior Lakes.

Wetland Restoration

EOR has extensive experience in the planning, design and implementation of small- and large-scale wetland restoration projects. EOR is also a leader in wetland banking in Minnesota and Iowa, with expertise in project scoping, implementation, and as Local Governing Unit representatives on Technical Evaluation Panels for the Wetland Conservation Act. Notable projects include the 112-acre Highway 212 Wetland Mitigation and the 500-acre ACD 53-62 Wetland Bank Restoration in RCWD. EOR is a TEP Member for the Lake Superior Wetland Bank in St. Louis County and manages the **Iowa Agricultural Mitigation Wetland Bank**, a not-for-profit that restores wetlands and provides credits for farm impacts.

Streambank Stabilization

EOR employs several senior staff with specialties in stream assessment, modeling, restoration, stabilization, and construction administration. Notable projects include the **Rice Creek Remeander Restoration**, the largest urban stream restoration project in Minnesota, and the **Zumbro River Stabilization** in the City of Rochester. EOR is a preferred contractor for Minnesota Trout Unlimited and has completed over 18 miles of restoration on 14 systems over the last seven years.

Permitting and Development Reviews

EOR has experience in watershed district rule making and has performed over 2,500 development reviews. EOR also has experience with local ordinance writing and implementation, and MS4 program development in dozens of communities in MN, WI, & IA. EOR is knowledgeable with **MS4 program guidance** and permit requirements, and the MIDS Community Assistance Package (development & implementation). EOR wrote the first generation of the **MPCA Stormwater Manual** and recently updated the **Stormwater Harvesting & Reuse chapter**. With the recent boom in the community solar garden industry, EOR has pioneered the ecologically sustainable design and permitting of **solar energy sites**.

Urban Stormwater Infrastructure Engineering & Design

EOR engineers have designed and overseen construction of a wide-range of BMP practices, including 150+ raingardens, 200+ wet/dry ponds, 30+ infiltration basins, and 22 Iron-enhanced sand filtration systems. Some notable projects include **St. Paul Central High School** underground infiltration, tree trenches, permeable pavers, and rain gardens. **City of Argenta Hills LID** implementation, including infiltration trenches and basins, disconnection of impervious surfaces, bioswales, and pervious pavements. In addition, EOR engineers have experience in the design and construction of traditional stormwater BMPs, including ponds and pipe systems.

Grant Proposal Writing

EOR has written twelve large grant proposals which have resulted in **over \$3.6M in competitive grant dollars** awarded to CLFLWD since 2014. Notable examples include Shields Reuse & Alum Treatment FY17 CWF (\$824,000), Tax Forfeit Wetland Restoration FY20 CWF (\$492,000) and CR-50 IESF FY20 CWF (\$747,000). EOR recently participated in the District's successful interview process for the **Section 319 Small Watersheds Focus pilot grant program**. EOR attributes our success to close coordination with the District Administrator and staff on strategic feasibility monitoring and planning, and our understanding of grant requirements for prioritized, targeted, and measurable phosphorus reduction BMPs.

Community Outreach & Web/Tech Support

EOR has landscape architects on staff with expertise in renderings and graphic design, and many senior professionals with years of experience in community outreach. EOR has experience developing **GIS Story Maps** and **interactive web maps** for a wide range of applications to support community outreach efforts. EOR has also made recent advances in open source software, database management, and website development for our clients evolving technological needs.

Key Personnel Assigned to CLFLWD

EOR has over 60 professional employees specifically dedicated to the science and engineering of surface water management, including lake management, wetland restoration, streambank stabilization, MS4 permits and urban stormwater management, grant program knowledge and proposal writing, and community outreach support.

To fulfill all technical needs and workload demands, we have identified the following core team that will be involved with the District on a daily basis: Meghan Funke, Greg Graske, Cecilio Olivier and Jason Naber. **Dr. Meghan Funke** will be the main client representative, attending all Board meetings and workshops and managing the day-to-day coordination of programs and projects with District staff. **Greg Graske** will continue to serve as the Senior Watershed Engineer, lead the permitting program, and attend meetings as needed. **Cecilio Olivier** will continue as the corporate liaison, attend meetings as needed, and manage all H&H modeling projects. **Jason Naber** will serve as Lead Biologist and manage all wetland and natural resource related projects. As in the past, EOR places priority as a firm on CLFLWD projects and monitoring activities, available in the evenings and on weekends. The core team will be supported by a team of other engineers, landscape architects, and professionals on a project specific basis.



Meghan Funke, PE, PhD – Limnologist & Water Resources Engineer

Roles: Client Representative, Project Management, Water Quality Technical Lead, Grant & Proposal Writing, Planning, Lake Management, MS4 Permits, Community Outreach Support

Dr. Funke holds a bachelor's degree of Civil Engineering and a Ph.D. in Aquatic Ecology. Dr. Funke has 14 years of experience in freshwater ecology, technical writing and stakeholder facilitation. She is also an expert in TMDLs, in-lake management practices, and water quality studies. She currently manages over half of the CLFLWD projects and has been involved in management of all aspects of District Engineering services, including permit review, project implementation, and feasibility planning. Meghan has worked with the District since 2011.



Greg Graske, PE – Water Resources/Civil Engineer

Roles: Senior Watershed Engineer, Urban Stormwater Management, Project Management, Permitting, Project Feasibility Planning and Grant Identification, Engineering Design

Greg has 21 years of experience in engineering design, hydrologic/hydraulic modeling, watershed planning, plan reviews and client representation. As a water resources and civil engineer, Greg has been responsible for a wide variety of projects, from design and implementation, to compliance reviews, construction scheduling, and project budgeting.



Cecilio Olivier, PE – Water Resources Engineer

Roles: CLFLWD's Corporate Liaison, H&H Modeling Oversight, Engineering Oversight and QA/QC

Cecilio has 34 years of experience in integrated watershed management, water resources modeling, and BMP design and implementation. His technical focus is the modeling, interpretation, and calibration of complex hydraulic/hydrologic systems.



Jason Naber, WDC – Biologist, Wetland Specialist

Roles: Wetland Restoration, AIS Coordination & Natural Resource Support

Jason has 31 years of experience in natural and water resources management, GIS mapping, and wildlife surveys. He has been involved with the development of several resource management plans, comprehensive wetland management plans, and in the implementation of total maximum daily load (TMDL) studies focused on biotic impairments.

Kyle Crawford, PE – Civil Engineer

Roles: Land Surveying, Design Engineer, Construction Observation and Field Support

Kyle has 8 years of experience as a civil & water resources engineer and in all aspects of BMP implementation. He has extensive experience with BMP design, drafting, land survey, and construction inspection. Recently, he has been involved with the Moody Wetland Rehabilitation and Shields Reuse System design and construction oversight and will be leading the design of the CR-50 IESF.

**Mike Majeski – Biologist**

Role: Water Monitoring, Stream Restoration

Mike Majeski has 20 years of experience as a biologist with a focus on wildlife and aquatic ecology. Mike has managed a variety of monitoring projects including large scale water quality monitoring & flow studies, invasive species detection, rare species surveys, & stream surveys. Mike coordinates EOR's monitoring for the District, deploying monitoring equipment and coordinating sample collection by EOR staff.

**Kevin Biehn, ASLA, CPESC, LEED**

Roles: Stream Restoration, Landscape Architect

Kevin has 24 years of experience as a landscape architect and stream specialist. Kevin has managed a diversity of challenging projects including the 1.6 million-dollar Harriet Island Park Rehabilitation, the Rice Creek Meander Restoration, and Organic Valley's LEED Certified Headquarters. Kevin is leading the design of the Tax Forfeit Wetland Restoration and Greenway Corridor Visioning projects for CLFLWD.

Stuart Grubb, PG

Role: Hydrogeologist

Stu has over 31 years of experience in environmental consulting and has served as the lead senior hydrogeologist and project manager for large, multi-disciplinary environmental permitting projects and regional groundwater studies. He has worked extensively with groundwater infiltration and recharge both on local and regional scales.

Michael Talbot, M.S., EIT – Agricultural Engineer

Roles: Watershed & BMP Scenario Modeling, H&H Modeling, Agricultural Engineering

Michael Talbot has 13 years of research and engineering experience. Michael uses his research specialization in agricultural drainage & watershed hydrology to the development of watershed and H&H models for the management of rural watersheds and agricultural areas. He also has experience in data coding, website development, open source software platforms, and database management.

Jay Michels, CPESC – MIDS Specialist

Role: Rules, Ordinances, MS4 Permits

Jay has over 40 years of experience in construction stormwater management, erosion control, MIDS, & stormwater pollution prevention. Jay has been actively involved with state agencies & communities in the development of stormwater programs, regulations, MIDS and ordinances.

Derek Lash, PE, CPESC – Civil Engineer

Role: Senior Designer, Urban Stormwater

Derek has 23 years of experience in the design and management of engineering projects including urban BMPs, LID design, stormwater management, and wetland restoration. Derek also has a background in geotechnical engineering, erosion control, and wetland ecology.

2021-22 Hourly Fee Schedule

<u>Classification</u>	<u>Hourly Rate</u>
Professional 1\$103.00
Professional 2\$129.00
Professional 3\$153.00
Professional 4\$174.00
Technician 1 \$74.00
Technician 2 \$90.00
Technician 3 \$109.00
Principal Partner\$209.00
Support Staff \$70.00
WD Board Meeting Fee (regardless of the # of people, typically 2-4)\$350.00 (flat rate)

** Rates will be increased in 2022 based on the consumer price index or 3%, whichever is less.*

COMFORT LAKE-FOREST LAKE WATERSHED DISTRICT

Proposal for

ENGINEERING PROFESSIONAL SERVICES 2021-2022



September 30, 2020

Mike Kinney, Administrator, MS
Comfort Lake-Forest Lake Watershed District
44 Lake Street South, Suite A
Forest Lake, MN 55025

Subject: Request for Engineering Professional Services for 2021-2022

Dear Mike:

When we became aware of your Request for Proposals (RFP), we immediately began brainstorming all the different ways Houston Engineering, Inc. (HEI) could serve the Comfort Lake-Forest Lake Watershed District (CLFLWD) in the coming years. Whether serving as your District Engineer or being a part of your professional services pool, we believe our team can be a valuable tool in the District's back pocket for any engineering, water resources, or communication project you may implement in 2021-2022.

Why choose HEI? Consider these unique benefits we can bring to the CLFLWD:

- **Integrating Technology with Water Resource Management:** HEI has more than 50 years of experience serving watershed districts with the latest technology. We understand how development can affect watersheds, and we have a history of working alongside districts to help mitigate potential environmental effects in growing communities. We also have drone pilots who can gather valuable information in a quicker and safer way than traditional survey. With remote sensing, LiDAR, and invaluable imagery for public engagement and outreach, our drone pilots are more than ready to go above and beyond to get you the data you need.
- **Understanding Urban/Rural Landscapes:** We serve many organizations like yours that must address a combined urban and rural landscape. The District can play an integral role as a leader in incorporating green infrastructure and mitigation strategies ahead of development for these communities. With projects like future conditions modeling and volume and water quality banking, we help guide sound development and make solid decisions early on. Additionally, with our agricultural partnerships, we know how to communicate with all audiences in these unique communities—especially those that are transitioning into a more urban landscape.
- **Experience with MS4 and Storm Water Modeling:** HEI has been helping cities and counties manage storm water management projects and data with our proprietary MS4Front application. MS4Front helps permittees who reside in MS4s like Forest Lake follow MS4 regulations while tracking best management practices, permits, and more. On top of that, HEI's Permit Viewer is designed to hold hydraulic information that can be used to better understand storm water. We can create a similar application for the CLFLWD so you can take full control of your storm water management processes.
- **Stream Restoration Experience:** HEI has completed many stream restorations and remeanders over the last 50 years. We understand how differing landscapes affect streams and are ready to help the CLFLWD complete your stream projects.

Our proposal introduces our team and recalls some of our recent success stories. If you have any questions on our submittal, please do not hesitate to contact me.

Sincerely,
HOUSTON ENGINEERING, INC.



Greg Bowles, PE
Project Manager
Cell: 320.260.0398
gbowles@houstoneng.com



Douglas T. Thomas
Client Manager
Cell: 651.746.9931
dthomas@houstoneng.com

BACKGROUND EXPERIENCE IN WATERSHED DISTRICT MATTERS

HEI's experience and expertise in requested watershed district matters.

Lake Management

In the land of 10,000 lakes, HEI has made a name for itself with lake management. From water resources modeling to designing one-of-a-kind water quality practices, we are ready to guide in lake management projects. Project examples include:

- Rice Lake Restoration
- Lake Ogechie Restoration
- Bald Eagle Lake Treatment – Alum and Aquatic Vegetation
- Iron-Enhanced Sand Filters
- Lake Level Management
- Aquatic Plant Surveys
- Macroinvertebrate Identification
- Lake Management Plans
- 400+ Lake Assessment Reports
- Aquatic Invasive Species (AIS) Risk Assessments and Identifications for Counties and Watersheds



Lead Personnel - Moriya Rufer, MS, CLM
Moriya's Qualifications:

Years of Experience: 16

Education: MS in Entomology, University of Minnesota

Moriya's experience and passion to protect and restore Minnesota's lakes is a boon to any project as teams manage their natural resources. Her experience includes lake assessments, lake management plans, AIS risk assessments, and more.

Wetland Restoration

Our in-house wetland specialists, biologists, and engineers will work with you to determine goals for your systems. We will establish criteria for ranking alternative solutions, such as the extent of flood reduction, ecological health and habitat diversity, upstream and downstream impacts, constructability, and long-term stability. We will also bring extensive experience in wetland banking. Project examples include:

- Brown's Preserve Restoration
- Kleindl Wetland Restoration
- RCWD Wetland Restoration Feasibility Study
- Manston Slough Restoration
- Anderson Wetland Restoration



Lead Personnel - Emmy Baskerville, CMWP
Emmy's Qualifications:

Years of Experience: 15

Education: BS in Biology, Minnesota State University Mankato

Emmy leads wetland restorations, regulatory, and permitting tasks. As a Certified Minnesota Wetland Professional, she leads wetland restorations throughout the metro, such as the Brown's Preserve and Kleindl Wetland projects.

Streambank Stabilization

HEI has completed dozens of stabilization and restoration projects across Minnesota. These projects have ranged from several hundred feet to many miles. Through these projects, our team has earned the necessary experience and expertise required to address complex ecosystems, permitting, and landowner concerns while honoring community values. Project examples include:

- Rum River Riverbank Stabilization
- Whiskey Creek Restoration
- Dalen Coulee Water Management Study
- Buffalo River Restoration
- Grey Cloud Slough Restoration
- Whetstone River Restoration



Lead Personnel - Greg Bowles, PE
Greg's Qualifications:

Years of Experience: 23

Education: BS in Chemistry and Geological Engineering, University of Minnesota-Duluth

Greg has more than 20 years of stream restoration, hydrology and hydraulics, design, and construction management. His projects include Grey Cloud Restoration, Lower East Ravine Stabilization, the Rum River Riverbank Stabilization, and more.

Our Philosophy and Commitment to the CLFLWD

If selected to be District Engineer or as part of your pool, we will:

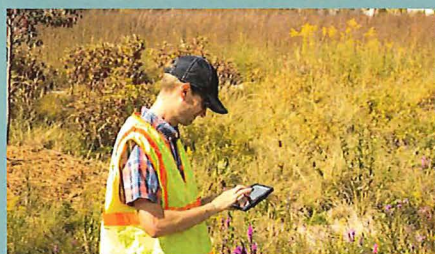
- Support District staff and boards to avoid headaches and unnecessary issues.
- Be vigilant about identifying and recommending ways to increase efficiency and provide value.
- Understand the consultant role is to recommend the range of all options to the Board.
- Be accountable for our actions.
- Complete quality work on time, on budget, and with low hassle.
- Provide reliable support with permitting issues to expedite projects.
- Enhance relationships with cities and towns within the district.
- Offer construction management services to ensure projects are built correctly.
- Promote water quality projects that show leadership in watershed management

MS4 Permits and Urban Storm Water Management

HEI helps watershed districts work with municipalities to ensure their storm water practices comply with MS4 regulations and watershed rules. Our team has significant experience modeling both current and future storm water scenarios to ensure our clients understand their stormwater needs. We have also developed many BMP tracking applications and programs, such as MS4Front, which is a storm water data management solution specific to MS4 permittees.

Project examples include:

- Future Land Use Conditions Modeling
- RCWD Permit Engineer
- South Washington Watershed District Permit Engineer
- Sauk River Watershed District Permit Engineer
- MS4Front Software Development
- LiDAR Hydro-conditioning



Lead Personnel – Greg Bowles, PE and Joe Lewis, PE

Joe's Qualifications:

Years of Experience: 18

Education: BS in Civil Engineering, NDSU

Joe is experienced with MS4 permitting and hydrologic, hydraulic, and water quality analyses of urban storm water management BMPs. Joe developed and manages HEI's software called MS4front, which is used to manage MS4 permit programs.

Grant Program Knowledge and Proposal Writing

HEI routinely assists watershed clients with pursuing outside funding for programs and projects.

Funding Sources:

- Minnesota (MN) Clean Water Fund
- Minnesota Lessard-Sams Outdoor Heritage Fund
- Legislative-Citizen Commission on Minnesota Resources
- Minnesota Pollution Control Agency Section 319 Loan and Grants
- Minnesota Department of Natural Resources (DNR) Flood Damage Reduction Program
- DNR Community Partners and Stream Restoration Grants
- United States Department of Agriculture (USDA) Regional Conservation Partnership Program
- USDA Conservation Innovation Grants
- USDA Watershed and Flood Prevention Operations Program (PL566)
- USDA Sustainable Agriculture Research and Education Research and Demonstration Grant Program
- Non-Profits



Lead Personnel – Doug Thomas

Doug's Qualifications:

Years of Experience: 42

Education: BS in Agronomy and Soil Science, University of Minnesota
Doug advises watershed districts on grant applications, funding organizations, and more to keep district projects on track.

Community Outreach Support

HEI regularly provides outreach and education assistance to our clients. From developing meeting materials to participating in community education events, our team is ready to support any outreach need the District has.

Project examples include:

- Como Zoo and Golf Course Storm Water BMPs Project – Construction and Project Signs for Capitol Region Watershed District to Inform the Public of the Projects
- Sauk River Watershed District WaterFests – Led Educational Booths for the Winter, Fall, and Spring WaterFest Events
- River Keepers Community and Volunteering Events
- Minnesota Soybean Research and Promotion Council Conservation Outreach Services
- River Watch – Field Outings for Education Events
- Social Media Project Pages to Keep Residents Up-To-Date on Project Progress, Public Meetings, and Public Interaction



Lead Personnel - Suzy Lindberg

Suzy's Qualifications:

Years of Experience: 12

Education: BS in English, University of St. Thomas

Suzy leads the Maple Grove office's communications team. She designs watershed documents and graphics, writes and edits content, and captures photos in the field.



What's next?

Whether your next project is large or small, let's tackle it together!

Primary Contact

Greg Bowles, PE

Cell: 320.260.0398

Email: gbowles@houstoneng.com

2021 FEE SCHEDULE

The following is a schedule of hourly rates and charges for engineering and surveying services offered by Houston Engineering, Inc. for 2021. These rates are subject to a modest increase on January 1st of each year (typically no more than 5%). We will provide the 2022 to the District once they are available.

Category	2021 Rates
Engineer I	\$129
Engineer II	142
Engineer III	161
Project Engineer	179
Project Manager	196
Sr Project Manager	215
Scientist I	\$129
Scientist II	142
Scientist III	162
Project Mgr – Environmental	190
Sr Project Mgr – Environmental	215
Hydrogeologist I	\$129
Hydrogeologist II	143
Hydrogeologist III	162
Sr Hydrogeologist	202
Construction Engineer	\$148
Sr Construction Engineer	175
Land Surveyor I	\$129
Land Surveyor II	148
Land Surveyor III	163
Project Mgr – Land Surveying	175
Sr Project Manager – Land Surveying	196
Survey Crews:	
1-Person Crew (+ equipment)	\$157
2-Person Crew (+ equipment)	191
3-Person Crew (+ equipment)	237
4-Person Crew (+ equipment)	265
Landscape Architect	\$137
CAD Technician I	\$88
CAD Technician II	101
CAD Supervisor	116
Designer I	\$135
Designer II	145
Sr Designer	156
Engineering Specialist	165
Technician Intern (all areas)	\$88
Technician I	\$101
Technician II	116
Sr Technician	129

Category	2021 Rates
Right-of-Way Technician	\$118
Right-of-Way Specialist	196
GIS Analyst I	\$96
GIS Analyst II	112
GIS Analyst III	129
Sr GIS Analyst	148
Project Manager – GIS	163
Sr Project Manager – GIS	190
Software Engineer I	\$112
Software Engineer II	129
Software Engineer III	148
Sr Software Engineer	162
Computer Technician	\$156
Communications Specialist	\$88
Sr Communications Specialist	98
Administrative Assistant	\$83
Sr Administrative Assistant	88
Planner	\$142
Senior Planner	196
Legislative/Grant Specialist	\$182
Expert Witness	236
Drone Pilot	\$137
Drone Visual Observer	54

Chargeable Expenses	Rate
Subsistence	Actual Cost
Mileage-Vehicles:	
2-Wheel Drive	IRS Standard Rate
4-Wheel Drive	IRS Standard Rate + \$0.20/Mile
GPS Equipment	\$25/hour/unit
Robotic Total Station	\$40/hour
ATV/Snowmobile/Boat	\$15/hour
ATV with Tracks	\$30/hour
Hydrone RCV	\$50/hour
Small UAS/Large UAS	\$25/hour / \$50/hour
Delivery, Postage, Printing	Actual Cost
Surveying Materials, Special Equipment, and other Materials required	Actual Cost
Subconsultants	Actual Cost + 10%



STATEMENT OF QUALIFICATIONS

Summary of Experience

In addition to our work with the Comfort Lake – Forest Lake Watershed District, Smith Partners serves as legal counsel for the Brown’s Creek, Minnehaha Creek, Nine Mile Creek, Riley Purgatory Bluff Creek, Rice Creek, Prior Lake – Spring Lake, Clearwater River, and Heron Lake Watershed Districts and the Red River Watershed Management Board. We have provided water resources counsel to public bodies including the Legislative Citizens Commission on Minnesota Resources, the Board of Water and Soil Resources, the Minnesota Association of Watershed Districts and other watershed districts and municipalities. Smith Partners’ four attorneys bring more than 60 years of combined experience in water resources law that includes an intimate knowledge of Minnesota watershed statutes, agency rules, and local rules and ordinances. Through our general counsel role we are carefully versed in legal requirements and best practices for metropolitan watershed districts in matters of governance, administration, planning and financial management.

Our watershed experience includes:

- Counsel for four generations of water resource management planning; with special focus on integrated land use and natural resources planning, and public private partnerships to create shared value by protecting and improving natural systems; making wise, collaborative investments in public infrastructure; and building sustainable communities;
- A careful understanding of roles and relations among watershed management organizations and other local units of government and strong, effective working relationships with key state agency personnel;
- Project leader and principal author of a BWSR/MPCA – funded study to coordinate municipal and watershed stormwater management programs; Counsel to BWSR on implementation of the Buffer Law;
- Author of an evaluation of Minnesota drainage laws for the Legislative Citizens Commission on Minnesota Resources that developed policy recommendations to better coordinate drainage, wetlands management and water quality;
- Policy analysis and drafting of water resources legislation, with central involvement in watershed legislative issues for the past 25 years;
- Extensive experience in developing rules and supporting client implementation of regulatory programs in erosion control, stormwater management, floodplain preservation, groundwater protection, drainage management, wetland protection and other realms of water resource management;

- In coordination with state and federal agencies, pioneered use of areawide resource management plans to integrate drainage system and wetland management;
- Extensive experience in capital project development and support including permitting and environmental review, easement acquisition, contract drafting and procurement, insurance and bonding issues and construction management;
- Expertise in conservation land rights acquisition and conservation land management;
- Counsel for major lake, stream and wetland restoration projects, including the largest urban lake restoration project in the United States, involving complex multi-partner negotiations, development of cooperative agreements to structure relationships with stakeholders and partners, land rights acquisition, consultation through environmental review and federal and state agency permitting;
- Publishers of *WaterLaws.com*, an electronic journal of watershed law and policy;
- Authors of the *Watershed Rulemaking Handbook*, published by the Minnesota Association of Watershed Districts; and
- Frequent presenters on water resource law and watershed district administration at legal and technical conferences.

Smith Partners PLLP Attorneys

Louis N. Smith, *Partner*, has practiced water resources law for thirty-three years, representing watershed districts and other clients across the state of Minnesota. Mr. Smith published the Watershed Rulemaking Handbook for the Minnesota Association of Watershed Districts. He counseled the Minnehaha Creek Watershed District in structuring the Minneapolis Chain of Lakes Clean Water Partnership, the largest urban lake restoration project in the United States and recipient of five environmental awards, including the CF Industries National Watershed Award and the Minnesota Governor's Award for Excellence in Pollution Prevention. He counseled the Brown's Creek Watershed District through the development and construction of a major flood mitigation and trout stream protection project and adoption of comprehensive rules. He counseled the Rice Creek Watershed District through the adoption of one of the State's first Comprehensive Wetland Protection and Management Plans, and also serves as legal counsel for the Riley Purgatory Bluff Creek Watershed District and the Red River Watershed Management Board.

Mr. Smith has broad experience in structuring public-private partnerships and providing strategic counsel to clients confronting a wide array of public policy challenges. In 1991-92, Mr. Smith served as Deputy Hennepin County Attorney, where he was second in command of an office of 125 attorneys responsible for felony prosecution and civil representation of Hennepin County. Mr. Smith lectures and writes frequently on a broad range of topics relating to water resources, land use, and government litigation. Since 1994, the Minnesota Guidebook for Law and Leading Attorneys has named him as one of the leading attorneys in Minnesota specializing in urban and local government, and as a "Super Lawyer" by Law & Politics magazine. Since 1995, he has received the Martindale-Hubbell "AV" rating, the highest rating members of the bar bestow upon a small percentage of their peers. Mr. Smith is past Chair of the Rivers Council of Minnesota

Board of Directors, and was appointed by Governor Tim Pawlenty to the Clean Water Council in 2007, reappointed by Governor Mark Dayton in 2011, and served as the Council's first Chair.

Mr. Smith graduated *magna cum laude* and Phi Beta Kappa in 1979 from St. Olaf College, and graduated *cum laude* in 1983 from the University of Minnesota Law School, where he was an associate editor of the *Minnesota Law Review*. He was a law clerk to the Honorable Gerald W. Heaney, United States Court of Appeals for the Eighth Circuit.

Charles Holtman, *Partner*, represents watershed districts and other public and private clients in water and land use matters. He provides general counsel to the Rice Creek, Minnehaha Creek, Comfort Lake-Forest Lake, Clearwater River and Prior Lake-Spring Lake Watershed Districts, and has advised those clients in the development and drafting of second-, third-, and fourth-generation water resource management plans. His work also includes substantial involvement in rule drafting and rulemaking proceedings, and in his clients' planning, budgeting and administration of water resource management programs.

Mr. Holtman provides legal counsel for development and construction of water resource capital projects including stormwater conveyance and treatment systems; wetland, lake and stream restorations; drainage system maintenance; fish control structures and basin outlets. He has extensive experience in drafting procurement documents, contracts, agreements and land rights conveyances among public and private entities for capital projects; permitting and compliance inspection programs; and watershed program implementation under metropolitan watershed laws.

From 1986 to 1992, Mr. Holtman served as an assistant attorney general for the State of New Hampshire, where he was chief counsel to state wetlands, water resource and groundwater protection agencies. From 1993 to 1995, he was counsel to the assistant administrator for hazardous materials transportation at the U.S. Department of Transportation.

Mr. Holtman received B.S. and M.S. degrees in Chemical Engineering in 1979 from the Massachusetts Institute of Technology and a J.D. in 1986 from the University of Virginia School of Law, where he was Executive Editor of the Virginia Journal of Natural Resources Law. Mr. Holtman also holds a Masters' Degree in Public Affairs from the University of Minnesota's Hubert H. Humphrey Institute, with a concentration in the administration of public resource protection agencies.

Michael J. Welch, *Partner*, is an attorney in Smith Partners' water resources and strategic partnership practice. His practice includes watershed planning and protection, wetlands protection, land use and general public law. Mr. Welch has specific expertise in watershed district rulemaking and administration including document management, open government and financial control requirements. He also supports the firm's public-private partnership work for sustainable redevelopment, transit and revitalization of neighborhoods. In 2005-06, he served as law clerk for Associate Justice Helen Meyer of the Minnesota Supreme Court, after graduating from William Mitchell College of Law. Prior to his clerkship, Michael directed the Resources for Redevelopment program, which supported dozens of nonprofit property-redevelopment and green-space restoration projects. Michael has served as Minneapolis' representative to the Bassett Creek Watershed Management Commission since January 2000 and was chair of the commission from February 2006 to February 2010. While at William Mitchell, he was a member of the law review staff, and he served as vice president of the college's chapter of the American Constitution Society. Michael serves on the governing council of the Minnesota State Bar Association's Environment, Natural Resources and Energy Section and has written and presented on water resources law topics at numerous workshops, seminars and legal education events.

Elizabeth Henley, *Associate*, is an attorney working in both the strategic partnerships and water resources practice areas at Smith Partners. An Honors graduate of Northwestern University, Elizabeth worked previously in environmental education and journalism in Thailand and Chile. During law school and graduate school, Elizabeth worked with the U.S. Department of Commerce—National Oceanic and Atmospheric Association (NOAA); Minnesota Department of Natural Resources; Hennepin County Attorney’s Office; Nature Conservancy (Minnesota); Minnesota State Bar Association Environmental, Natural Resources & Energy Section; and Minnesota Board of Water and Soil Resources (BWSR). She is the co-author with Professor Alexandra Klass of Energy Policy, Extraterritoriality, and the Dormant Commerce Clause, San Diego Journal of Climate and Energy Law, vol. 5, 127 (2014). Ms. Henley graduated from the University of Minnesota Law School in 2015, where she was the Articles Editor of the Minnesota Law Review. She obtained a Master’s Degree in Water Resources at the University of Minnesota in 2016, with a focus on Minnesota’s One Watershed, One Plan initiative.

Hourly Rates

We serve several governmental clients at special reduced rates, and propose to represent the Comfort Lake – Forest Lake Watershed District for the following hourly rates: Principal Louis Smith, \$250 in 2021; \$260 in 2022; for all other attorneys, \$230 per hour in 2021; and \$239 in 2022.

Our rates for other professional staff and fees and expenses are as follows:

Law Clerk	\$105 per hour
Legal Assistant	\$ 80 per hour
Case Assistant	\$ 70 per hour
Photocopying	\$.09 per page (B&W) \$.18 per page (color)
Facsimile transmission	No Charge
Long distance telephone charges	Actual cost
Computer assisted legal research	Actual cost
Courier charges	Actual cost
Travel	Actual cost/IRS rate
Filing fees	Actual cost
Postage	Actual cost
Third party vendor charges	Actual cost