

MEMORANDUM
Comfort Lake-Forest Lake Watershed District

To: Board of Managers

Date: June 20th 2022

From: Mike Kinney

Subject: Office Space Visioning

Background/Discussion

At the May 26th regular board meeting ISG staff member, Bryan Paulson, presented the board of managers with a phased strategic planning steps for office space visioning and a baseline space needs assessment by square footage. The May 26th memo and supporting ISG documents can be found here: <https://www.clflwd.org/documents/Agendaitem08b-DistrictOfficeSpaceVisioning.pdf>. The board of managers authorized the administrator to work with ISG to present scope of work for consideration.

At the June 9th regular board meeting, Managers approved the Strategic Planning for Office/Education and Outreach Space scope document. This was the first of two scopes presented. This proposal has five phases and will take approximately 14 weeks (3.5 months). June 9th memo can be found here: <https://www.clflwd.org/documents/Agendaitem04b-OfficeSpaceVisioning.pdf>

ISG staff were not available to discuss the presented scopes at the June 9th meeting. The purpose of this agenda item is for the board to pose any outstanding questions to ISG and for ISG to take additional guidance from the board.