



MEMORANDUM
Comfort Lake-Forest Lake Watershed District

Date: November 8, 2024
To: CLFLWD Board of Managers
From: Mike Kinney, District Administrator
Subject: Biennial Professional Services RFP



Background/Discussion

This item was last discussed at the [October 24th regular board meeting](#). No action was taken at the October 24th meeting.

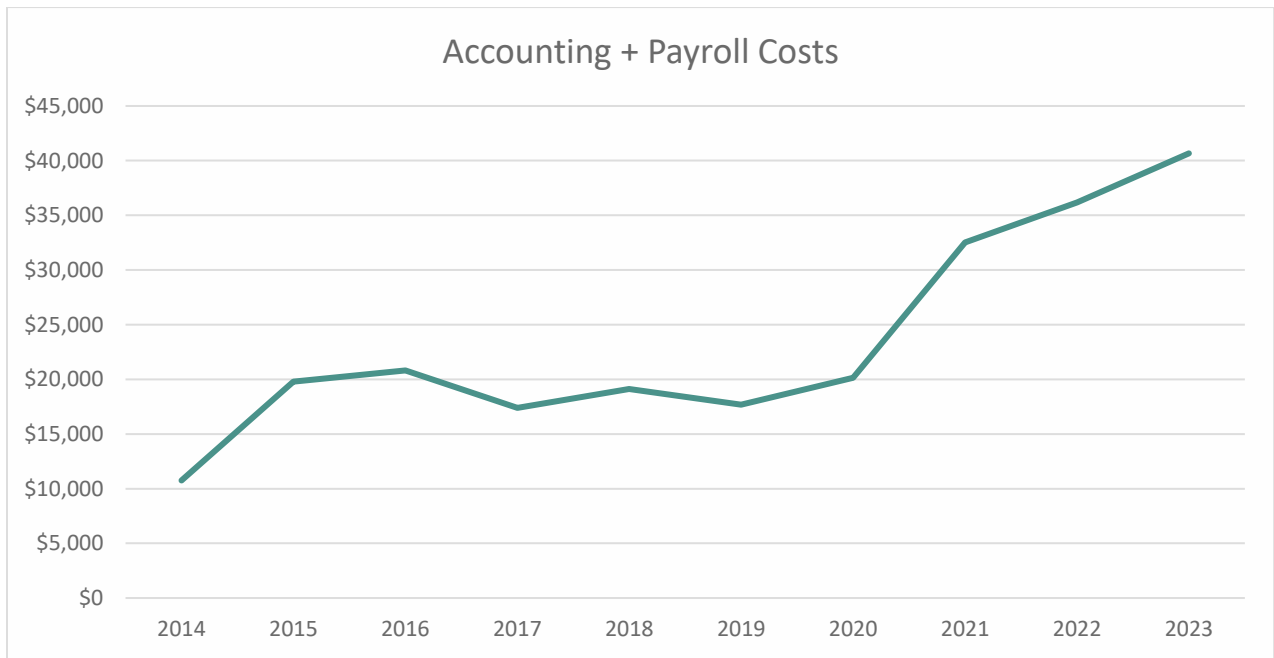
Potential Motion

If the Board is comfortable selecting one or more professional service firms at the November meeting, it may take the following action.

Manager _____ moves to authorize the administrator, on the advice of counsel, to enter into professional services agreements for the next biennium with [name each firm]. Seconded by Manager _____.

Accountant Costs 10-Year History

Year	Accounting Firm	Accounting + Payroll Costs	Cost Increase Per Year	# of Staff	Cost/# of Staff
2014	K. Blackford	\$10,750		1.1	\$9,923
2015	Redpath	\$19,797	84%	2.0	\$9,899
2016	Redpath	\$20,801	5%	3.5	\$5,908
2017	Redpath	\$17,401	-16%	4.5	\$3,867
2018	Redpath	\$19,107	10%	5.5	\$3,474
2019	Clifton, Larson, Allen (CLA)	\$17,689	-7%	6.0	\$2,948
2020	CLA for accounting, Redpath for payroll	\$20,150	14%	8.0	\$2,519
2021	Redpath	\$32,521	61%	10.0	\$3,252
2022	Redpath	\$36,182	11%	9.6	\$3,769
2023	Redpath	\$40,668	12%	10.0	\$4,067



Comparison to Other Watershed Districts

Watershed District	Reported Accounting Costs	# of Staff	Cost/# of Staff
Carnelian-Marine-St. Croix	\$34,300*	2	\$17,150
Rice Creek	\$105,000*	19	\$5,526
Ramsey Washington Metro	\$80,000	18	\$4,444
Riley Purgatory Bluff Creek	\$57,000	10	\$5,700

*Cost includes accounting and audit. No breakout provided.

Full Name	Who	What	Audit	Budget for accounting and audit	Budget
Yellow Medicine River Watershed District	In-house				
Carnelian-Marine-St Croix Watershed District	Redpath			34,300 for Accounting and Audit in 2024	\$2,131,230.61 for 2025
Pelican River Watershed District	In-house	Quickbooks	Clasen & Schiesl CPAs, Ltd.		
Two Rivers Watershed District	In-house	Quickbooks			\$279,624 for 2024
Wild Rice Watershed District	In-house				
Middle Fork Crow River Watershed District	In-house				
Shell Rock River Watershed District	In-house				
Lac qui Parle-Yellow Bank Watershed District	In-house				
Roseau River Watershed District	In-house	Quickbooks			
Kanaranzi-Little Rock Watershed District	In-house				
Nobles Soil and Water Conservation District	In-house				
Rice Creek Watershed District	Redpath			105,000 Budgeted for 2024	\$9,410,614 for 2025
Ramsey Washington Metro Watershed District	Redpath			80,000 Budgeted for 2024	\$17,012,463 for 2024
Riley Purgatory Bluff Creek Watershed District	Redpath			18,500 for audit and 57,000 for accounting 2024	\$8,693,217 for 2025
Capitol Region Watershed District	Redpath				\$16,254,231 for 2025
Coon Creek Watershed District	In-house		Adbo		\$5,794,507 for 2025
Mississippi Watershed Management Organization	In-house				\$1.2 million administration, \$4.9 million capital improvement and initiatives

*Blank cells indicate no response or no available information online