MEMORANDUM
Comfort Lake-Forest Lake Watershed District

Date: June 1, 2026
To: CLFLWD Board of Managers
From: Mike Kinney, District Administrator
Subject: Floodplain Resilience Project Feasibility Scope of Work

District Wide

Background/Discussion:
This topic was last discussed at the May 28th regular board meeting at which time the Board accepted the Floodplain Resilience Action Plan Framework. Note that acceptance of the framework does not guarantee any projects move forward; there are still several steps involved in project feasibility, including partner coordination, before any project can be constructed.

The purpose of this agenda item is to proceed with the next step in the process of evaluating the potential project concepts outlined in the action plan framework. The District has been awarded a Water Quality & Storage Grant from the Board of Water and Soil Resources in the amount of $99,000 for Flood Resiliency Project Modeling and Concept Design (i.e., project feasibility). Of the grant award, $90,000 is dedicated to engineering services, to be provided by Emmons & Olivier Resources (EOR), and $9,000 is dedicated to outreach/coordination. District staff time is being tracked and will comprise the 10% match for this grant.

Recommended Motion:
Manager _____ moves to direct the Administrator, on advice of counsel, to enter into an agreement with EOR in accordance with the June 1, 2026, scope of work and in an amount not to exceed $89,288. Seconded by Manager _____.

Attached
Floodplain Resilience Project Feasibility Scope of Work

memo

Project Name |	BWSR Water Quality & Storage Grant Work Plan	**Date** |	6-1-2026
To / Contact info |	CLFLWD Board of Managers		
Cc / Contact info |	Mike Kinney, District Administrator		
From / Contact info |	Erik Megow, PE & Anne Wilkinson, PhD		
Regarding |	Sunrise River Resiliency Scoping and Design		

The following is the proposed scope and budget for the EOR's support of the Comfort Lake-Forest Lake Watershed District's (CLFLWD) next phase in the Floodplain Resiliency Action Framework. The District has completed a Flood Resiliency Action Plan Framework that was accepted at the May 28, 2026 Board Meeting. The framework identified the City of Forest Lake and the downstream Sunrise River as areas of interest for flooding and ten sites for possible flood mitigation and storage BMPs. Through hydrologic & hydraulic modeling completed to date, we estimate that the area of interest will experience problematic flooding under the 2-, 5-, 10-, and 100-year predicted rain events. Issues include road overtopping, surcharged manholes and catch basins, and building/home flooding. Proposed projects will aim to alleviate these issues. Potential projects include storage expansion projects, stormwater infrastructure upgrades, and green infrastructure. The outcome of this study will be a feasibility report that further analyzes 10 potential flood mitigation areas and projects and ultimately moves two (2) projects forward through planning- and feasibility-level design to 30% design.

Task 1. Conceptual Scoping, Cost-benefit Analysis, and Design

This is a multi-phase project. The first phase includes advancing opportunity areas highlighted in the Floodplain Action Framework Action Plan, coordination with property owners and Local Government Unit partners, additional floodplain and water quality modeling, and a cost-benefit analysis to determine which opportunity areas we should move forward to the design phase.

The second phase will focus on gathering additional site information for up to two projects so that they can be moved to a feasibility and 30% design to then budget and align funding. The two phases are described in Subtasks 1.1 and 1.2.

Task 1.1 Conceptual Scoping, Modeling, and Cost-benefit Analysis

The first sub task is to further investigate the initial ten sites identified in the Framework, work with the City of Forest Lake, City of Wyoming, and landowners to determine which conceptual flood mitigation, storage, and water quality BMPs could be implemented and then create conceptual BMP and sketches for sites where a project may be practicable. These communications will help determine conflicts, and the type of concepts that could move forward at various locations. These meetings will also be used to get partnership input, buy-in and approval at various stages, before a project might move to 30% design. For all concepts, a high-level cost estimate, a refined flood mitigation benefit, and a water quality benefit will be developed for a cost-benefit analysis.

The Cost-benefit analysis (CBA) will look at both water quality and water quantity benefits and weigh them against some conceptual cost estimates. Flood conditions will also be updated to estimate the benefit of the proposed projects on infrastructure such as roads, storm sewer, and structures. We

will then be able to rank them based on the CBA and initial feasibility and can then reach out to property owners of some of the top opportunities to determine the possible timing of the projects and whether the sites can be accessed for further design (Task 1.2).

Task 1.2 Feasibility and 30% Design

With the outcomes of Task 1.1, EOR will work with willing landowners and partners to move up to two conceptual flood mitigation projects to 30% design. This task will involve Initial site surveys, review of as-builts and utilities, 30% design plans, refined H&H and water quality analysis, and a refined cost estimate for up to two projects. Depending on the complexity of the projects moved forward to this phase, EOR will work with CLFLWD Staff to determine what is necessary to get an acceptable budgetary cost. Soil testing and geotechnical investigation are not included in this budget.

Expense		Units		Cost
Labor Total		443 hours		$82,447.00
Mileage	Survey and site visits, 100 miles round-trip @ $0.70/mile	5 visit	$70.00 per trip	$350.00
Equipment	Survey Equipment @ $80/hour	20 hours	$80	$1,600.00
Geotechnical	No geotechnical investigation is planned as part of this	N/A		N/A
Expenses Subtotal				$1,950.00
Total				$84,397.00

Deliverables for this task include:

- Check in meetings with District staff to communicate findings and next steps
- Cost-benefit analysis (CBA)
- Up to two 30% design plans with a statement of estimated quantities and opinion of probable cost
- Summary report outlining flood concepts, CBA, and a discussion on feasibility and 30% design assumptions

Task 2. Public and Private Partnership Outreach

EOR has budgeted up to 24 hours of time to assist District Staff with outreach to the public and project partners. This time includes up to two site visits and in-person meetings. This time and budget will be spent to help CLFLWD Staff reach out to property owners and partners to see how viable the projects would be and if they would allow us to move forward with some survey and provide us with any as-built information they might have.

Deliverables for this task include:

- Coordination meetings with local government units and private property owners

Expense	Unit Description	Units	Unit Cost	Cost
Labor Subtotal		24 hours		$4,751.00
Mileage	Sample collection visits, 100 miles round-trip @ $0.70/mile	2 visits for 2 people	$70.00	$140.00
Total				$4,891.00

Task 3. Project and Grant Administration

CLFLWD will track grant and match expenditures and ensure grant requirements are met. CLFLWD Staff will submit an annual progress report to the Board of Water and Soil Resources (BWSR) by February 1 of each year. Information provided will conform to the requirements and formats set by BWSR. . Will respond promptly to any requests by the BWSR authorized representative for additional information and/or corrections to the report and submit all deliverables. All reporting corrections by EOR will be covered by budget in Task 1.

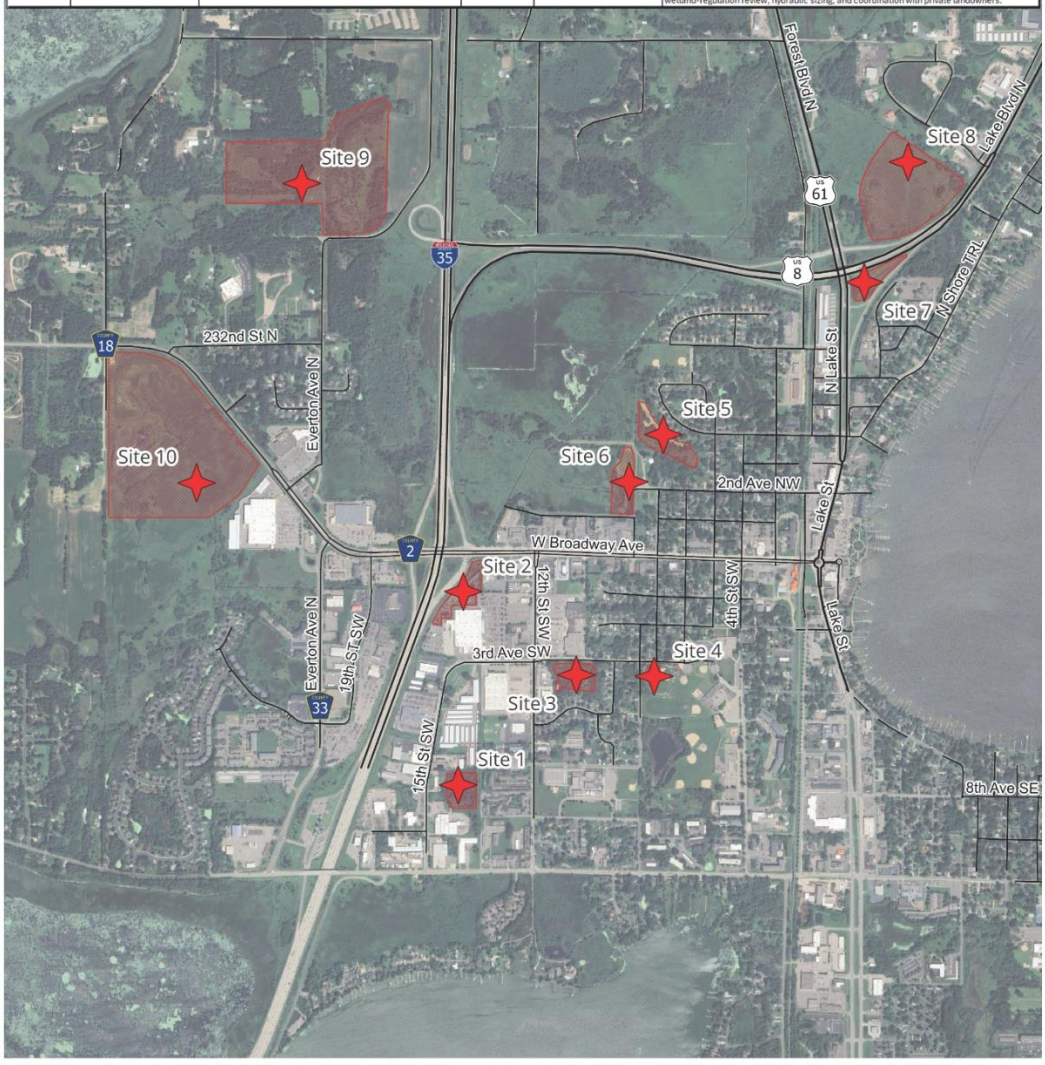
Expense	Units	Cost
Labor Total	0 hours	$0.00
Total		$0.00

Recommended Motion

We recommend the Board approve this scope of work for EOR to conduct the conceptual scoping of flood mitigation projects, a cost-benefit analysis, and 30% design to be summarized in a final report for a total cost of $89,288.

Figure 1: Conceptual Mitigation Action Locations

Location	Potentially Available Runoff Storage Volume (ac-ft) [1]	Mitigation Actions and Potential Benefits	Location	Potentially Available Runoff Storage Volume (ac-ft) [1]	Mitigation Actions and Potential Benefits
Site 1	5	Intercepts runoff from adjacent industrial / commercial parcels, lowering peaks and relieving the stressed downstream pond and pipe system.	Site 6	10	Extended pond receiving runoff from a potential 2nd Ave NW bypass. This would treat residential runoff and further reduces the Sunrise River peak flows as a result of the bypass
Site 2	10	Consolidated basin attenuates peak flows that currently flood Walmart-Target parking lots and overtops 12th St SW.	Site 7	5	Create interchange pond at Hwy. 8 & Hwy. 61 to improve conveyance and detain additional runoff before the Hwy. 8 wetland improvements (Site 9) are performed. In addition to improving water quality, wetland and habitat / ecological restoration could also be incorporated.
Site 3	5	Expanded detention / retention facility captures residential + school runoff, reduces pressure on downstream commercial corridors, and alleviates local street ponding.	Site 8	25	Berm and control-weir add upstream storage and lower high-water levels in the Hwy. 8 wetland complex, protecting downstream properties. As in Site 8, wetland and habitat / ecological restoration could also be incorporated.
Site 4	2	Underground vault cuts downstream peaks and supplies reuse water for potential baseball field, soccer field irrigation.	Site 9	25	Selective scraping and re-grading of the existing northern wetland depression could restore wetland hydrology, add shallow storage cells, and enhance habitat diversity. Restored storage could be banked and credited to future upstream developments that lack on-site detention space
Site 5	10	Enlarged pond detains flow before it enters the Sunrise River, reducing peak discharge and erosion potential, and improving water quality.	Site 10	25	Restoring and slightly enlarging the southern wetland depression southwest of W Broadway Ave (e.g., through a low berm or adjustable-weir control on the ditch outlet) would capture additional runoff, reduce peak discharges entering the downstream 19th St SW culverts, and ultimately reduce flows to the Sunrise River. Ecological co-benefits include improved water quality, wetland habitat, and pollinator resources. Advancement of this concept will require wetland-regulation review, hydraulic sizing, and coordination with private landowners.



Conceptual Mitigation Actions Site

Conceptual Mitigation Actions Extent

CLFLWD
Conceptual Mitigation Actions Locations

0 1,000 2,000 ft