

**MINUTES OF THE KANKAKEE RIVER BASIN AND YELLOW RIVER  
BASIN DEVELOPMENT COMMISSION**

**FRIDAY, JANUARY 21, 2022  
9:30 A.M. CST/10:30 A.M. EST**

**PORTER COUNTY COMMISSIONERS CHAMBERS  
155 INDIANA AVENUE, SUITE 205  
VALPARAISO, IN 46383**

**FOR MEMBERS PARTICIPATING ELECTRONICALLY  
JOIN MEETING FROM COMPUTER, TABLET OR SMARTPHONE AT  
[HTTPS://GLOBAL.GOTOMEETING.COM/JOIN/319606517](https://global.gotomeeting.com/join/319606517)  
DIAL IN USING PHONE AT (646) 749-3122, ACCESS CODE: 319-606-517**

John McNamara, Chair, called the meeting to order at 9:30 a.m. Central Standard Time, and the Pledge of Allegiance was recited.

Mike Novotney, Secretary, called the roll.

*Members Present at Roll Call*

Craig Cultice	Bill Emerson	John McNamara	Ryan Mueller
Mike Novotney	Dick Welsh		

*Members Present via Videoconference*

Rob Churchill	Bill Crase	Ryan Mueller	John Shure (IL)
Andrew Wheeler (IL)			

*Staff Present*

Scott Pelath

*Guests Present Physically and via Videoconference*

Adam Bales	Allan Cameron	Angel Crawford	Christine Keil
Curt Ralston	Duane Hovorka	Nick Echterling	Emily Rodriguez
Gary Konecny	Grant Poole	Tony Hendricks	Jeff Phillips
Jennifer Thum	Jeremy Sheets	Jim Sweeney	Julie Morris
Sarah Haefner	Vince Urbano	Wade Salyer	Jack Ryan
Derek Daube	Colby Stanger	Mark Kingma	Siavash Beik

Jon Stolz  
Beau Watkins

Bob Barr  
Sarah Haefner

Marcella Kunstek

Ross St. Clair

Mr. Novotney declared the presence of a quorum.

### **Approval of minutes from October 29, 2021, meeting**

*Bill Emerson moved that the minutes be adopted. Craig Cultice seconded the motion.*

MOTION ADOPTED.

Rob Churchill -- Yes  
Bill Crase – Yes  
Craig Cultice – Yes  
Bill Emerson – Yes  
John McNamara – Yes  
Ryan Mueller – Yes  
Mike Novotney – Yes  
Dick Welsh – Yes  
John Shure (IL) – Yes  
Andy Wheeler (IL) - Yes

### **Finance Report**

Mr. Pelath presented the financial report and a list of claims that either were paid or needed to be paid since the previous meeting. A written report was contained within his Executive Director's Report [ATTACHMENT 1].

Mr. Pelath also made a formal presentation which he reviewed the CY2021 finances, explained the proposed budget for CY2022, and analyzed the Commission's current strength and challenges [ATTACHMENT 2].

Mr. Pelath suggested that given some savings in the Yellow River bank reconstruction project, the draft budget could be augmented with an additional \$100,000 in funding for Section F logjam management on the Kankakee River. He also explained various details of the budget draft that were not included in his slide presentation.

Mr. Novotney remarked on the need for funds for downstream logjam management. Mr. Pelath assured the Commission that \$200,000 had been earmarked in the budget for those activities.

*Dick Welsh moved that the Commission 1) adopt the proposed budget amendment with the addition of \$100,000 for Section F logjam management and 2) approve the claims list. Mr. Novotney seconded the motion.*

MOTION ADOPTED.

Rob Churchill -- Yes

Bill Crase – Yes  
Craig Cultice – Yes  
Bill Emerson – Yes  
John McNamara – Yes  
Ryan Mueller – Yes  
Mike Novotney – Yes  
Dick Welsh – Yes  
John Shure (IL) – Yes  
Andy Wheeler (IL) - Yes

## **OLD BUSINESS**

### **Project Updates**

Mr. Pelath said the updates are available in his written report and had been addressed as part of the finance report.

## **NEW BUSINESS**

### **Consideration of bids for 2022 Yellow River bank reconstruction**

With assistance from Cardnoin coordinating the bidding process, Mr. Pelath reported that the Commission received bids from Delta III and The Stanger Group for the Starke County section of the Yellow River Bank Reconstruction, Phase I. Mr. Pelath was complimentary of both firms, noting that both have performed outstanding work for the Commission.

After reviewing the bids, Cardno formally recommended that the construction contract be awarded to The Stanger Group as the lowest responsible and responsive bidder [ATTACHMENT 3].

*Ryan Mueller moved that the Commission accept the bid from The Stanger Group. Mr. Cultice seconded the motion.*

**MOTION ADOPTED.**

Rob Churchill -- Yes  
Bill Crase – Yes  
Craig Cultice – Yes  
Bill Emerson – Yes  
John McNamara – Yes  
Ryan Mueller – Yes  
Mike Novotney – Yes  
Dick Welsh – Yes  
John Shure (IL) – Yes  
Andy Wheeler (IL) - Yes

### **Standard emergency services contract**

Mr. Pelath presented a draft form of standard agreement for contractors providing emergency services to the Commission during flood events [ATTACHMENT 4].

*Mr. Emerson moved that the Commission approve the standard emergency services contract form. Mr. Mueller seconded the motion.*

MOTION ADOPTED.

Rob Churchill -- Yes  
Bill Crase – Yes  
Craig Cultice – Yes  
Bill Emerson – Yes  
John McNamara – Yes  
Ryan Mueller – Yes  
Mike Novotney – Yes  
Dick Welsh – Yes  
John Shure (IL) – Yes  
Andy Wheeler (IL) - Yes

### **Water control structure at Aukiki WCA in Jasper County**

Mr. Pelath presented a draft contract with Burke Engineering for the modeling, design, and permitting of a new water control structure at Aukiki Wetland Conservation Area in Jasper County [ATTACHMENT 5].

*Mr. Emerson moved that the Commission approve the contract with Burke Engineering for design of a new water control structure at Aukiki Wetland Conservation Area. Mr. Welsh seconded the motion.*

MOTION ADOPTED.

Rob Churchill -- Yes  
Bill Crase – Yes  
Craig Cultice – Yes  
Bill Emerson – Yes  
John McNamara – Yes  
Ryan Mueller – Yes  
Mike Novotney – Yes  
Dick Welsh – Yes  
John Shure (IL) – Yes  
Andy Wheeler (IL) - Yes

### **Yellow River bank reconstruction, Phase II design**

Mr. Pelath presented a proposal from Cardno for modeling, design, participation in site selection, and permitting for the Yellow River Bank Reconstruction, Phase II [ATTACHMENT 6].

Mr. Emerson suggested that more flexibility might be built into the Yellow River designs in order to contain future costs and increase the feasibility for an array of contractors.

Mr. Pelath agreed, and said he had already instructed Cardo to build flexibility and severability into designs going forward.

*Mr. Novotney moved that the Commission accept Cardo's proposal and award a contractor Cardo for Phase II of the Yellow River bank reconstruction project. Mr. Welsh seconded the motion.*

MOTION ADOPTED.

Rob Churchill -- Yes  
Bill Crase – Yes  
Craig Cultice – Yes  
Bill Emerson – Yes  
John McNamara – Yes  
Ryan Mueller – Yes  
Mike Novotney – Yes  
Dick Welsh – Yes  
John Shure (IL) – Yes  
Andy Wheeler (IL) - Yes

### **Job description updates**

Mr. Pelath presented a draft updated job description for the Executive Director position [ATTACHMENT 7]. He stated that he was still working under the job description inherited from the Kankakee River Basin Commission, and it was necessary to more accurately reflect changes in job duties that have occurred over time.

*Mr. Welsh moved that the Commission approve the updated job description. Mr. Mueller seconded the motion.*

MOTION ADOPTED.

Rob Churchill -- Yes  
Bill Crase – Yes  
Craig Cultice – Yes  
Bill Emerson – Yes  
John McNamara – Yes  
Ryan Mueller – Yes  
Mike Novotney – Yes  
Dick Welsh – Yes  
John Shure (IL) – Yes  
Andy Wheeler (IL) - Yes

### **Project proposal vetting process**

Mr. Pelath said he had consulted with Tony Hendricks, and they hoped to hold a Technical Advisory Committee meeting in February. He said there is a growing list of project proposals to consider.

### **Annual contractor training**

With contractors present, Mr. Pelath noted that the U.S. Army Corps of Engineers will conduct its annual logjam management training in March. The training is part of the Commission's ten-year logjam management permit.

### **OTHER BUSINESS**

Mr. Pelath noted that the Indiana Department of Agriculture has entered the application period for the Regional Conservation Partnership Program (RCPP) funding.

### **EXECUTIVE DIRECTOR'S REPORT**

All issues had been reported during previous reports and presentations.

### **PUBLIC COMMENT**

None.

### **NEXT MEETING**

The next meeting date, location, and format was to be determined.

### **ADJOURNMENT**

The meeting adjourned at 10:24 a.m. Central.

## ATTACHMENT 1

### EXECUTIVE DIRECTOR'S REPORT

To: KRB-YRBDC Members  
From: Scott D. Pelath, Executive Director  
Date: January 18, 2022

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It will be tough to beat much of what we accomplished in 2021, but we start the new year with a solid foundation.

#### Finance Report

**Balances.** As of January 14, we have \$750,281 in our non-assessment operating fund. At this point, the lion's share of the \$2.3 million appropriated to this account in 2019 has been put back into the rivers. Although some smaller revenue sources continue to end this fund, it likely will diminish as a percentage of our resources over time. I am budgeting for it to sit at about \$450,000 at the end of 2022 if all line items are drawn down.

In our assessment account, our cash-on-hand is \$1,256,351, although we have made several large payments that have not yet cleared. I am budgeting for a starting balance of about \$1.1 million.

The key thing to remember about the assessment account is that new revenue will not arrive until July, so cash management is key. Furthermore, the second distribution will not arrive until December, so it has virtually no impact on the year except as a starting balance for the following year.

**Assessments.** I continue to project our December assessment revenue would be somewhere around \$900,000. It ended up being \$840,000, which was not wildly short but a bit beneath best expectations.

For the first full year of the new system, the Commission received \$2,635,666, which was – as expected – short of the state's original projection of \$2.99 million.

Remember when we decided to budget based on 85% of the state's forecast? That was prescient, because it ended up being 88%. When you include the statutory discounts for counties paying with other funds in lieu of the assessment, it actually was 90%.

I expect this number to hold reasonably steady, at least in the short term. There are a few county-specific issues that might be adjusted slightly upward, although those could be

offset by gradual property changes elsewhere. In any case, we not have a reasonably confident benchmark for future planning.

**Draft CY2022 Budget.** The draft is attached as an addendum to this report [ATTACHMENT 1]. Obviously, the major feature is this year's Yellow River bank reconstruction, which is twice as long as the one just completed. However, other major projects and initiatives are included.

I want to emphasize that the budget is a responsible guide and not shackle. Adjustments and amendments can always be made as costs and conditions change.

I do want to again call attention to the fact that our administrative overhead, which includes personnel, accounting, and essential needs of any organization, is extremely low as a percentage – about 6%. Even so, there are some small vulnerabilities that will require modest augmentation. Improving aging technology is one example. We also are vulnerable if anyone key becomes sick, injured, or incapacitated.

**Recent claims.** The following list shows claims for river work and administrative expenses requiring either advance or retroactive approval by the Commission. Since we haven't met since October, it's a long one, and it is attached at the end of the report [ATTACHMENT 2].

### **Yellow River project**

The Marshall County section of Phase I was completed on time and under budget. I will not expound further here, as information has already been shared widely among ourselves and with the public. The think there is general consensus that the results have met and exceeded our expectations.

The construction bid opening for the Starke County section of Phase I was held today. We received two bids, and Ross St. Clair is currently evaluating them for Cardno's selection recommendation.

As I said before, I urge members to view the completed section of the project for themselves. I'd be delighted to meet anyone there for a tour.

In order to better manage future cash resources, I am going to recommend that for future designs, we allow the budget to guide the length of the project rather than the lengthy guiding the budget. We still can make purposeful progress while maintaining resources for other key initiatives.

To ensure another project is in the pipeline for 2023, I also am going to suggest the Commission move ahead with selection of a designer for Phase II. Since the next phase will

take place entirely within Starke County, the Commission may opt to use the county's selection procedures. Our purchasing policy currently allows that selection method at the Commission's discretion. While the Commission's adopted policy is to solicit bids for services exceeding \$50,000, it also is within its rights to modify its policy within the higher and broader limits set by state law.

In any case, the absence of vegetation and winter and early spring will benefit both designers and surveyors in the delivery of a product sometime this year.

### **Yellow River Basin Reconstruction – Bremen**

The Marshall County SWCD selected The Stanger Group to complete our shared bank reconstruction in Bremen. Stanger tentatively plans to begin and complete work sometime in February.

### **Logjam Management**

Allsop completed Section D through LaPorte County, and I authorized them to complete Section E, which is very short and a relatively minor cost. They also detoured to remove to major jams in the vicinity of 50 East.

Delta-3 still is slated to remove some sizable logs and logjams near US 421, but river conditions have not been suitable for that section. We remain in regular contact about it.

Misch Excavating did some difficult downstream work. State Line Bridge was cleaned at the beginning of December. The abandoned railroad bridge in Schneider was particularly challenging, but they stuck with it and removed a massive tree on the Lake County side and persistent jam on the Newton County side. Both were magnets of ice jams.

Dirt Works removed jams from several bridges in Starke County.

There seems to be a consensus that in the months ahead, downstream log removal demands some focus. In preparation, I have asked to Lake County Surveyors office to gather drone footage from several sections with good access. The goal is to provide an accurate count to contractors to assist in their pricing.

## **Thayer Farm Transition**

Mark Wunderink is making plans to retrieve his pump from the property, so that's a sign. It already holds some water when the pump doesn't run, but there is another order of magnitude of capacity. DNR cleared access along the bank, which helped us remove logjams their recently. They also built a parking area next to the railroad tracks.

## **Other Floodwater Storage Development**

DNR has giving the verbal go-ahead for us to install a new and more effective water control structure at their Aukiki area in Jasper County. Flood water would enter into an existing internal levee system, which would significantly add to its manageability. The only area of worry – the culvert underneath IN-49 – turned out not to be a factor. Its discharge moves outside of the levee complex.

This could be a true win-win. The Commission would get some needed storage at a manageable cost. The DNR would have improved habitat for waterfowl, which apparently were scarce there this year. The property simply is drier than one would expect it to be.

I am going to recommend that the Commission proceed to securing a contract for design and permitting of a new structure. Those costs and a placeholder figure for construction are contained in the draft budget.

I truly have appreciated the DNR's partnership and willingness to consider improvements.

On the other hand, NRCS has formally expressed its unwillingness to allow additional floodwaters on to its existing easement. It is not my impression that there is a philosophical objection, but an administrative one. I hope this determination will be reconsidered and revised, and these existing wetlands are ideal for the absorption of excess surface water during flood events.

## **Sumava Resorts**

We have permits for the repairs, but I don't have a willing contractor or the right work conditions yet. Because this is a residential area, property owner cooperation has been less enthusiastic than usual. Moreover, there are longstanding structures on the easement that make repairs difficult – a factor in one contractor passing on the work.

They don't all go smoothly or easily.

### **Shady Shores**

Burke is working on a hydrological review of Shady Shores, and I joined them, Tom Larson, and local residents to gain a full understanding of the neighborhood's water control structures. The major issue is that there simply isn't any flow of water, a situation which poses a potential health risk.

Once the report is done, we hope the Commission and Lake County will have a plan of action for 1) how to conclusively regulate the existing structures and 2) whether some minor dredging at the mouth of the intake bayou would yield a lasting benefit.

### **Regional Conservation Partnership Program (RCPP)**

The Indiana Department of Agriculture has been granted permission to submit their application, so the selection process is underway. The Commission has supported the application with an in-kind pledge of completed and intended Yellow River reconstructions over the next several years.

### **Jensen Ditch**

Two new culverts have been installed near the mouth of the Jensen Ditch at one of Kingsbury FWA's wetland conservation areas. We bought the culverts, and DNR swapped them out. The work serves both conservation and agriculture, and I am grateful that Dick Welsh advocated for replacing the culverts, and that property manager Ron Lorman at Kingsbury was willing to invest labor and equipment.

### **Kankakee FWA Bank Repair**

In another example of partnership, the Commission and DNR have worked together to repair nearly 300' of damage at the bend of the Kankakee through the Kankakee FWA. Left unrepaired, the area would be particularly vulnerable to a breach during flood season.

The property manager, Bryan Boggs, merits appreciation for his leadership and assistance in the matter.

As always, should you have any questions or suggestions, please email me at [sdpelath@gmail.com](mailto:sdpelath@gmail.com) or (219) 861-7999. In order to maintain focus and brevity during our meeting in Valparaiso, I welcome any issues I can resolve in advance.

## DRAFT CY2022 BUDGET

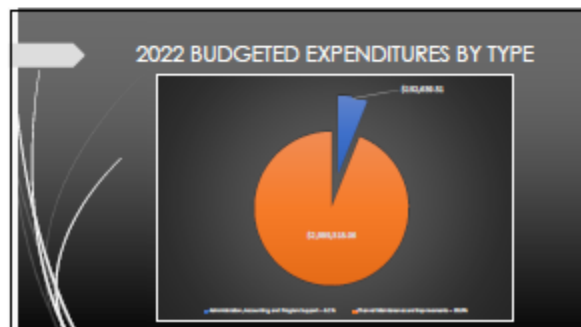
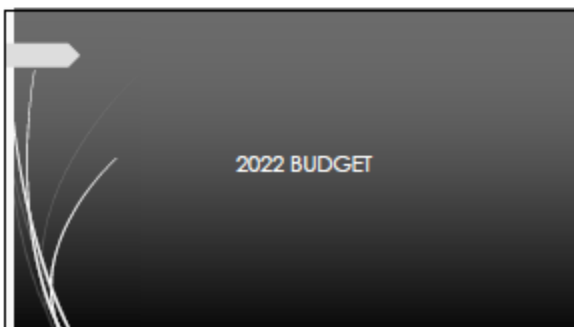
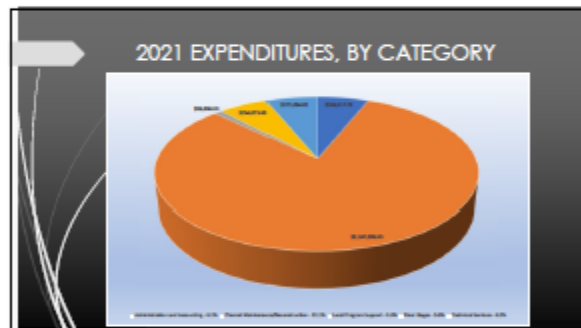
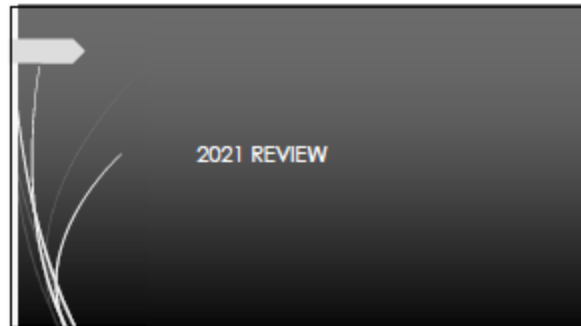
<b>CY2022 KRB-YRBDC BUDGET; ASSESSMENT ACCOUNT</b>	
<b>STARTING BALANCE</b>	<b>1,151,093.96</b>
<b>Revenue</b>	
Jasper County	190,000.00
Lake County	396,898.52
LaPorte County	649,801.62
Marshall County	525,630.42
Newton County	64,410.04
Porter County	192,033.90
St. Joseph County	329,117.69
Starke County	287,774.42
INTEREST	1.00
REVENUE SUBTOTAL:	2,635,666.61
TOTAL:	<b>3,786,760.57</b>
<b>Expenditures</b>	
Access Mowing and Clearing	6,750.00
Aukiki Water Control Structure Design and Permitting	35,000.00
Aukiki Water Control Structure Construction	50,000.00
Bremen Bank Reconstruction	55,000.00
Channel Maintenance	100,000.00
CY2021 Claims	46,714.00
Downstream Fallen Tree Removal	100,000.00
Hyrdo seeding	50,000.00
Jasper Local Match Payments	95,000.00
Kankakee Section E Logjam Managemnet	19,000.00
River Gages	124,146.00
River Inspections and Operations Mileage	5,000.00
Sediment Trap Maintenance at US 6	40,000.00
Sumava Resorts Repairs	25,000.00
Technical Services	50,000.00
Tree Mitigation	2,000.00
Yellow River Construction Management Augmentation	30,000.00
Yellow River Phase II Design and Permitting	150,000.00
Yellow River Reconstruction - Marshall Retainage from CY2021	31,798.33
Yellow River Reconstruction Roost Tree Removal	20,000.00
Yellow River Reconstruction - Starke County	1,650,000.00
EXPENDITURE SUBTOTAL:	<b>2,685,408.33</b>
SURPLUS:	<b>1,101,352.24</b>
FORECAST SURPLUS PRIOR TO DECEMBER REVENUE DISTRIBUTION:	<b>261,713.24</b>

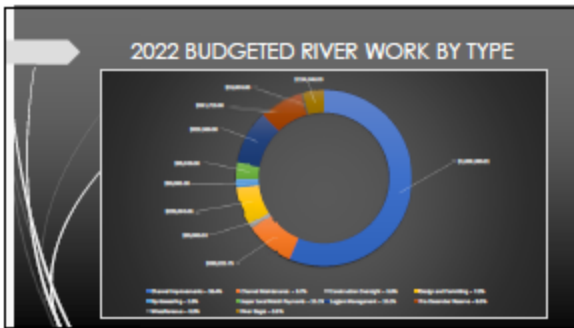
<b><u>CY2022 KRB-YRBDC BUDGET; NON-ASSESSMENT DOLLARS</u></b>	
<b>JANUARY 1 STARTING BALANCE</b>	<b>\$ 747,790.14</b>
<b>REVENUE</b>	<b><u>FY21 PLAN</u></b>
Jasper	3,800.00
Lake	5,450.00
La Porte	11,350.00
Marshall	7,750.00
Newton	2,700.00
Porter	5,500.00
St. Joseph	6,650.00
Starke	6,800.00
Rental on River Edge Farm	48,800.00
State Administrative Allocation	52,224.56
NIPSCO Gage Reimbursement	60,248.00
<i>INTEREST (MINUS FEES)</i>	1.00
Co-Alliance	1.00
<b>SUBTOTAL NEW REVENUE:</b>	<b>211,272.56</b>
<b>TOTAL:</b>	<b>959,062.70</b>
<b>EXPENDITURES</b>	
<b><u>OPERATIONAL</u></b>	
Downstream Fallen Tree Removal	100,000.00
Invasive Species Tree Replacement Pilot	3,000.00
KRBC Claim Resolution	26,750.00
Porter County Channel Access	24,831.98
Uncommitted Logjam Management and Channel Maintenance	44,758.75
Yellow River Logjam Management and Channel Maintenance	110,569.00
<b><u>ADMINISTRATIVE</u></b>	
NIRPC Accounting Contract	16,575.00
State Board of Accounts	850.00
Accounting System	1,956.00
Office/Copying/Postage	750.00
Payroll	115,008.00
Payroll Taxes (FICA, SUTA)	9,048.40
Workers Compensation Coverage	500.00
Employee Health Insurance	17,467.87
PERF	3,450.24
Meeting Expenses, Administrative Mileage	1,500.00
Member Per Diem and Mileage	3,000.00
Website and Communications Software	600.00
Education/River Days	15,000.00
Legal and Professional Services	5,000.00
Technology/Storage Upgrades	1,200.00
Board Member and Staff Bonding	350.00
Software Fees (Adobe; Docusign)	384.00
<b>TOTAL:</b>	<b>502,165.24</b>
<b>TOTAL SURPLUS:</b>	<b>\$456,897.46</b>

## CLAIMS LIST

<b>DATE</b>	<b>TO</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>CHECK #</b>	<b>Bank Account</b>
10/30/2021	Executive Director	Net Payroll	\$3,603.06		GENERAL
11/1/2021	Ambetter	Health Insurance	\$1,832.89		GENERAL
11/1/2021	PERF	Employer and Employee Share	\$221.03		GENERAL
11/5/2021	Internal Revenue Service	Payroll Tax and Withholding	\$1,101.62		GENERAL
11/12/2021	American Express	Accounting applications and meal	\$193.21		GENERAL
11/15/2021	Executive Director	Net Payroll	\$3,603.06		GENERAL
11/16/2021	PERF	Employer and Employee Share	\$221.03		GENERAL
11/17/2021	Indiana DOR	Payroll Tax Withholding	\$386.68		GENERAL
11/19/2021	Internal Revenue Service	Payroll Tax and Withholding	\$1,101.62		GENERAL
11/30/2021	Executive Director	Net Payroll	\$3,603.04		GENERAL
12/1/2021	PERF	Employer and Employee Share	\$221.03		GENERAL
12/1/2021	Ambetter	Health Insurance	\$1,832.89		GENERAL
12/2/2021	NIRPC	November 2021 Accounting Service	\$1,275.00		GENERAL
12/2/2021	Kevin Misch Excavating	Removed Trees from under bridge Inv 922592	\$5,300.00		ASSESSMENT
12/2/2021	Christopher Burke Engine	Misc Support	\$360.00		ASSESSMENT
12/2/2021	Cardno	Professional Svcs to 10/29/21 Inv 32195	\$6,405.21		ASSESSMENT
12/2/2021	CNA Surety	Billy Crase Bond 1/1/2022-12/31/2022	\$375.00		GENERAL
12/2/2021	Debco Metal Culverts	Hel-cor pipes and shipping	\$12,500.00		ASSESSMENT
12/2/2021	Stanger Group	Bank grading, riprap Inv 1257	\$127,220.18		ASSESSMENT
12/2/2021	Allsop Excavating	Inv 2195 Section C Tree Removal	\$7,000.00		ASSESSMENT
12/2/2021	Allsop Excavating	Invoice 2214 Tree removal 172 Trees	\$52,500.00		ASSESSMENT
12/2/2021	Allsop Excavating	Invoice 2204 Trees removed through 11/5/21	\$19,000.00		ASSESSMENT
12/2/2021	Allsop Excavating	Invoice 2203 Removal of trees from logjam at CR 1800	\$2,500.00		ASSESSMENT
12/2/2021	Jasper County	MOU	\$95,000.00		ASSESSMENT
12/2/2021	Jasper County	MOU advance per board	\$95,000.00		ASSESSMENT
12/2/2021	Stanger Group	Submittal #5 Invoice #1259	\$96,540.95		ASSESSMENT
12/2/2021	Scott Pelath	October 23 - November 29 mileage	\$514.49		GENERAL
12/2/2021	Dirt Works Excavating	Three logjams	\$3,850.00		ASSESSMENT
12/3/2021	Internal Revenue Service	Payroll Tax and Withholding	\$1,101.66		ASSESSMENT
12/9/2021	Cardno	Professional Services through 11/26/21	\$2,432.96		ASSESSMENT
12/12/2021	American Express	Accounting applications	\$190.07		GENERAL
12/15/2021	Executive Director	Net Payroll	\$3,603.06		GENERAL
12/15/2021	PERF	Employer and Employee Share	\$221.03		GENERAL
12/20/2021	Indiana DOR	Payroll Tax Withholding	\$386.69		GENERAL
12/21/2021	Kevin Misch Excavating	Invoice 321191 Tree Removal near US 41 RR Wood Bridge	\$5,600.00		ASSESSMENT
12/21/2021	Kevin Misch Excavating	Invoice 321198 pulled trees near US 41 Bridge, RR Bridge	\$5,300.00		ASSESSMENT
12/21/2021	Kevin Misch Excavating	Invoice 24016 Misc Support 10/31/21-			
12/21/2021	Christopher Burke Engine	11/27/21	\$2,063.25		ASSESSMENT
12/21/2021	Postmasters	Invoice #531139 Printing & Mailing Services	\$0.51		GENERAL
12/21/2021	U.S. Geological Survey	Invoice 90947457	\$30,975.00		ASSESSMENT
12/21/2021	NIRPC	December 2021 Accounting Services	\$1,275.00		GENERAL
12/22/2021	Internal Revenue Service	Payroll Tax and Withholding	\$1,101.62		GENERAL
12/23/2021	Dirt Works Excavating	Logjam removal Invoice dated 12/22/21	\$3,900.00		ASSESSMENT
12/23/2021	Allsop Excavating	Invoice 2218-Section D Tree Removal	\$62,500.00		ASSESSMENT
12/23/2021	Allsop Excavating	Invoice 2219- Section D Tree Removal	\$11,400.00		ASSESSMENT
12/23/2021	Allsop Excavating	Invoice 2220-Removal of logjams	\$7,500.00		GENERAL
12/28/2021	Scott Pelath	Mileage	\$289.93		GENERAL
12/28/2021	Cardno	Bat Roost Survey (missed Nov 15 bill)	\$6,024.70		ASSESSMENT
12/31/2021	Executive Director	Net Payroll	\$3,603.04		GENERAL
12/31/2021	Ambetter	Health Insurance	\$1,819.57		GENERAL
1/5/2022	Internal Revenue Service	Payroll Tax and Withholding	\$1,101.66		GENERAL
1/5/2022	Internal Revenue Service	Workers Comp Premium, ASFPD Dues, Printer Supplies, DNR Permit Fee,			
1/12/2022	American Express	Accounting Apps	\$1,375.29		GENERAL
1/15/2022	Executive Director	Net Payroll	\$3,608.93		GENERAL
1/19/2022	Indiana DOR	Payroll Tax Withholding	\$386.68		GENERAL
	Dirt Works Excavating	Material hauling for repair	\$28,464.00		ASSESSMENT
	Delta III	Access re-clearing	\$18,250.00		ASSESSMENT
	Rob Churchill	Salary Per Diem for 2021	\$210.00		GENERAL
	Bill Crase	Salary Per Diem for 2021	\$210.00		GENERAL
	John Coulter, Sr.	Salary Per Diem for 2021	\$105.00		GENERAL
	Craig Cultice	Salary Per Diem for 2021	\$210.00		GENERAL
	Bill Emerson	Salary Per Diem for 2021	\$210.00		GENERAL
	John McNamara	Salary Per Diem for 2021	\$210.00		GENERAL
	Mike Novotney	Salary Per Diem for 2021	\$210.00		GENERAL
	Jim Walstra	Salary Per Diem for 2021	\$210.00		GENERAL
	Dick Welsh	Salary Per Diem for 2021	\$105.00		GENERAL
	Indian Gardens, Inc.	KRBC claim resolutions	\$26,750.00		GENERAL
	Basic Benefits	HRA plan document renewal	\$200.00		GENERAL

## ATTACHMENT 2





- ### CHALLENGES FOR DRAFT 2022 BUDGET
- **CASH FLOW** – Major revenue arrives in July and December
  - December revenue does not have practical use in current calendar year
  - Must plan for sufficient cash resources to carry into following year
  - Timing of projects is relevant for cash management
  - Goal is for at least \$1 million to carry into following year

- ### CHALLENGES FOR DRAFT 2022 BUDGET
- Uncertainty of labor costs
  - Maintaining flexibility for flood responses
  - Choosing between strategic needs
  - Fewer remaining funds from 2019 state allocation

- ### LONGER-TERM BUDGET CHALLENGES
- Meeting essential administrative needs
  - Uncertainty of administrative revenue sources
    - NIPSCO reimbursements after planned Wheatfield Plant closure in 2023
    - Farm lease up in 2026
    - State dollars reconsidered every two years

- ### LONGER-TERM BUDGET CHALLENGES
- Counties opting to use different revenue sources may be discounted
  - Inflation eroding the value of fixed revenue sources
  - Changes in assessment parcel classifications
  - Interceding policy changes

- ### SOLUTIONS WITHIN OUR POWER
- Maintain prudent non-assessment fund reserves
  - Maintain strong pace of projects with purchasing power of current assessments
  - Let the budget dictate the length of Yellow River reconstructions
  - After 2022, budget for the Yellow as the current priority, but at less than 50% of annual assessment fund budget

## SOLUTIONS WITHIN OUR POWER

- Whenever feasible, leverage non-assessment revenue sources that serve the mission
- Remain open to mission-oriented cost-sharing arrangements and partnerships
- Scrutinize costs without cutting muscle
- Remain committed to the mission, deliver results, and tell people about them

## SWOT

Strengths, Weaknesses, Opportunities, and Threats

## STRENGTHS

- Committed Commission members with diverse expertise
- Supportive and engaged stakeholders
- Stable revenue stream of capital dollars
- Working partnerships with member counties
- Defined work plan with demonstrable body of work in less than three years
- Available reserves for emergencies

## WEAKNESSES

- Uncertainties in non-assessment revenue sources
- No clear operational fallback if the director is seriously ill, injured, or incapacitated
- Revenue structure affected by long-term cost increases and purchasing power reductions

## OPPORTUNITIES

- Unprecedented investment in Kankakee River Basin
- Abundance of "low hanging fruit" project proposals
- Emerging partnerships with entities in possession of their own resources

## THREATS

- Close series of extreme weather events overwhelm planning and budget
- Higher-level policy decisions render it infeasible to execute key plan aspects

## ATTACHMENT 3



### Recommendation for Award

Date: Wednesday, 19 January 2022

Project: Yellow River Phase I – Marshall County Construction

cc: Scott Pelath, KRBYSBDC Executive Director

From: Ross St.Clair, P.E., Cardno

RE: Yellow River Phase I – Starke County Construction

Cardno, Inc.

708 Roosevelt Road,  
Walkerton, IN, 46574  
same as physical address

Phone +1 574 586 3400  
Fax +1 574 586 3446

[www.cardno.com](http://www.cardno.com)

The KRBYSBDC received two bids on January 18, 2022 for the Yellow River Phase I - Starke County Construction. The bidders included The Stanger Group, Inc., and Delta III, Inc. As project engineer for this project, I have reviewed the bids for purposes of pricing and bidder responsiveness. Both bidders were determined to be responsive and qualified for this work. Attached to this recommendation is the bid summary prepared by Cardno.

#### Recommendation:

Cardno recommends that KRBYSBDC award The Stanger Group for the project contract based on their responsiveness, qualifications and overall low base bid. The Stanger Group did an excellent job on implementing the Yellow River, Marshall County work completed in 2021. Colby Stanger, stands out among directors/project managers with his personal construction and design experience, quality communication skills and overall determination to get the job done right.

Sincerely,

A handwritten signature in black ink that reads "Ross St.Clair".

Ross St.Clair, P.E. #11900351  
Cardno, Inc.  
Direct Line: 574-586-4256;  
Mobile 260-579-0337

Australia • Belgium • Canada • Colombia • Ecuador • Germany • Indonesia •  
Kenya • New Zealand • Nigeria • Papua New Guinea • Peru • Philippines • Singapore •  
United Arab Emirates • United Kingdom • United States • Operations in over 100 countries

KRBVRBDC  
Yellow River Phase I- Starke County Construction - Bid Comparison Spreadsheet  
Prepared By: Ross St. Clair, PE

BASE BID				Engineer's Option of Costs				The Stanger Group 15504 County Road 42 Goshen, IN 46538		Delta III, Inc. 2063 W. 1250 S. Harro, IN 46340		High	Low	Average	
LINE ITEM No.	Quantity	Unit	Description	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price				
1	1	LS	MOBILIZATION AND DEMOBILIZATION	25,000.00 \$	25,000.00 \$	55,000.00 \$	55,000.00 \$	45,000.00 \$	45,000.00 \$	55,000.00 \$	45,000.00 \$	55,000.00 \$	45,000.00 \$	50,000.00 \$	
2	1	LS	CLEARING, GRUBBING & OBSTRUCTION REMOVAL (includes trees <10" DBH)	50,000.00 \$	50,000.00 \$	30,000.00 \$	30,000.00 \$	50,000.00 \$	50,000.00 \$	50,000.00 \$	50,000.00 \$	50,000.00 \$	30,000.00 \$	40,000.00 \$	
3	1	LS	TEMPORARY EROSION & SEDIMENT CONTROL	15,000.00 \$	15,000.00 \$	10,000.00 \$	10,000.00 \$	30,000.00 \$	30,000.00 \$	30,000.00 \$	30,000.00 \$	30,000.00 \$	10,000.00 \$	20,000.00 \$	
4	169	EACH	TREE AND STUMP REMOVAL, 10-17" DBH	280.00 \$	47,320.00 \$	280.00 \$	47,320.00 \$	225.00 \$	38,025.00 \$	47,320.00 \$	38,025.00 \$	47,320.00 \$	38,025.00 \$	42,672.50 \$	
5	60	EACH	TREE AND STUMP REMOVAL, 18" + DBH	345.00 \$	20,700.00 \$	340.00 \$	20,400.00 \$	250.00 \$	15,000.00 \$	20,400.00 \$	15,000.00 \$	20,400.00 \$	15,000.00 \$	17,700.00 \$	
7	1	LS	EARTHWORK	209,700.00 \$	209,700.00 \$	155,000.00 \$	155,000.00 \$	150,000.00 \$	150,000.00 \$	155,000.00 \$	150,000.00 \$	155,000.00 \$	150,000.00 \$	152,500.00 \$	
8	4.2	ACRE	PERMANENT SEEDING	3,300.00 \$	13,860.00 \$	3,100.00 \$	13,020.00 \$	4,765.00 \$	20,013.00 \$	20,013.00 \$	4,765.00 \$	20,013.00 \$	13,020.00 \$	16,516.50 \$	
9	730	EACH	TREE AND SHRUB PLANTING	14.00 \$	10,220.00 \$	13.00 \$	9,490.00 \$	50.00 \$	36,500.00 \$	36,500.00 \$	50.00 \$	36,500.00 \$	9,490.00 \$	22,895.00 \$	
10	13000	SYS	COIR MATTING (700 gram coir)	6.50 \$	84,500.00 \$	6.60 \$	111,800.00 \$	7.25 \$	94,250.00 \$	111,800.00 \$	7.25 \$	94,250.00 \$	94,250.00 \$	109,025.00 \$	
11	8100	SYS	EROSION CONTROL BLANKET (NAG C125BN or equivalent)	3.00 \$	24,300.00 \$	3.60 \$	29,160.00 \$	4.00 \$	32,400.00 \$	32,400.00 \$	4.00 \$	32,400.00 \$	29,160.00 \$	30,700.00 \$	
12	13100	SYS	STRAW BLANKET (S75BN or equivalent)	2.00 \$	26,200.00 \$	3.10 \$	40,610.00 \$	3.00 \$	39,300.00 \$	40,610.00 \$	3.00 \$	39,300.00 \$	39,300.00 \$	39,855.00 \$	
13	0.4	ACRE	HYDRAULICALLY APPLIED MULCH	14,000.00 \$	5,600.00 \$	10,000.00 \$	7,200.00 \$	5,000.00 \$	2,000.00 \$	7,200.00 \$	2,000.00 \$	7,200.00 \$	2,000.00 \$	4,600.00 \$	
14	6	EACH	BOULDER GUIDE STRUCTURE	20,100.00 \$	120,600.00 \$	10,750.00 \$	112,500.00 \$	63,500.00 \$	381,000.00 \$	381,000.00 \$	63,500.00 \$	381,000.00 \$	112,500.00 \$	246,750.00 \$	
15	395	LF	CONSTRUCTED RIFLE	514.75 \$	203,326.25 \$	390.00 \$	154,050.00 \$	700.00 \$	279,876.00 \$	279,876.00 \$	700.00 \$	279,876.00 \$	154,050.00 \$	217,013.00 \$	
16	3	EACH	CROSS VANE	25,500.00 \$	76,500.00 \$	27,000.00 \$	81,000.00 \$	53,500.00 \$	160,500.00 \$	160,500.00 \$	53,500.00 \$	160,500.00 \$	81,000.00 \$	120,750.00 \$	
17	7	EACH	J-HOOK	23,400.00 \$	163,800.00 \$	27,400.00 \$	191,800.00 \$	90,900.00 \$	636,300.00 \$	636,300.00 \$	90,900.00 \$	636,300.00 \$	191,800.00 \$	414,050.00 \$	
18	2	EACH	ROCK-VANE	15,840.00 \$	31,680.00 \$	16,200.00 \$	32,400.00 \$	70,000.00 \$	140,000.00 \$	140,000.00 \$	70,000.00 \$	140,000.00 \$	32,400.00 \$	94,300.00 \$	
19	1067	LF	TOEWOOD WITH SOIL LIFT	150.00 \$	160,050.00 \$	144.00 \$	153,648.00 \$	130.00 \$	138,710.00 \$	153,648.00 \$	130.00 \$	153,648.00 \$	138,710.00 \$	146,179.00 \$	
	465	LF	ROOTWAD COMPOSITE	202.00 \$	93,130.00 \$	237.00 \$	110,259.00 \$	150.00 \$	73,470.00 \$	110,259.00 \$	150.00 \$	73,470.00 \$	73,470.00 \$	91,037.50 \$	
	20	TN	MISCELLANEOUS INDOT RETYMENT RIPRAP	105.00 \$	2,100.00 \$	95.00 \$	1,900.00 \$	100.00 \$	2,000.00 \$	2,000.00 \$	100.00 \$	2,000.00 \$	1,900.00 \$	1,950.00 \$	
	20	TN	MISCELLANEOUS INDOT CLASS I RIPRAP	120.00 \$	2,400.00 \$	115.00 \$	2,300.00 \$	130.00 \$	2,600.00 \$	2,600.00 \$	130.00 \$	2,600.00 \$	2,300.00 \$	2,450.00 \$	
20	20	TN	MISCELLANEOUS LIMESTONE SHOT ROCK	125.00 \$	2,500.00 \$	120.00 \$	2,400.00 \$	135.00 \$	2,700.00 \$	2,700.00 \$	135.00 \$	2,700.00 \$	2,400.00 \$	2,550.00 \$	
21	500	CY	MINED BEDSTONE	15.00 \$	7,500.00 \$	23.00 \$	11,500.00 \$	35.00 \$	17,500.00 \$	17,500.00 \$	35.00 \$	17,500.00 \$	11,500.00 \$	14,500.00 \$	
22	1	LS	BONDING & INSURANCE	60,000.00 \$	60,000.00 \$	50,000.00 \$	50,000.00 \$	35,000.00 \$	35,000.00 \$	50,000.00 \$	35,000.00 \$	50,000.00 \$	35,000.00 \$	42,500.00 \$	
TOTAL BASE BID:				\$	1,493,986.25	\$	1,492,703.00	\$	2,493,244.00	\$	1,492,703.00	\$	1,492,703.00	\$	1,995,473.50

KRBYRBDC

Yellow River Phase I- Starke County Construction - Bid Comparison Spreadsheet

Prepared By: Ross St.Clair, PE

Required Document	Stanger Group	Delta III, Inc.
	15504 County Road 42 Goshen, IN 46528	2063 W. 1250 S. Hanna, IN 46340
Itemized Bid on the furnished Bid Form	Y	Y
Contractor's Bid for Public Work (Form 96)	Y	Y
Financial Stement	Y	Y
Bid Security	Y	Y
Confirmation of Receipt of all Addendum	Y	Y

## ATTACHMENT 4

### **2022 CONTRACT FOR EMERGENCY SERVICES**

The Kankakee and Yellow Rivers in Indiana have a notable flood history. The ability to respond to flood emergencies in a prepared, efficient, and timely manner is vital for human safety, the preservation of public and private assets, and the functionality of regional infrastructure.

This contract, made this \_\_\_\_ day of \_\_\_\_, 202\_ and between \_\_\_\_\_, hereinafter called “the Contractor”, and the Kankakee River Basin and Yellow River Basin Development Commission, hereinafter called “the Commission,” and the Commission’s Executive Director, hereinafter acting as Commission Agent, witness:

The Contractor and the Commission, for the consideration stated herein, agree as follows:

#### **1. Scope of Work**

The contractor shall perform everything required to be performed and shall provide and furnish all the labor, necessary tools, incidentals, expendable equipment, materials, utilities, and transportation services required for the emergency maintenance on the Kankakee and Yellow Rivers in Indiana, and in strict compliance as specifically stated by Commission Agent.

The Contractor will perform the work under the supervision of the Commission Agent. The Contractor shall be subject to federal, state, and local laws and regulations as they apply. As this is an emergency services agreement, the work shall be completed in a timely manner and at the Commission Agent’s discretion.

Should work take place during a flood emergency, the Commission agent may also coordinate supervision with or delegate supervision to the County Surveyor, County Stormwater Management Director, or local drainage board.

#### **2. Compensation to the Contractor**

In consideration of the completion of the work, and in fulfillment of all stipulations of this contract to the satisfaction and acceptance of the Commission Agent, the

Commission shall pay and the contractor agrees to accept payment based on the Commission Agent's discretion in an emergency.

The Federal Emergency Management Agency (FEMA) provides a guide for its reimbursements during emergency flood conditions. Updated rates are available electronically at <https://www.fema.gov/assistance/public/schedule-equipment-rates>. The Commission will provide a paper or electronic copy of this rate schedule upon the request of the Contractor. The schedule is intended to serve as a reference for assessing the reasonability of contractor rates during an emergency.

Full compensation for 1) furnishing all the equipment, labor, incidentals, materials and doing all work contemplated and specified by Commission Agent; for the loss or damage arising out of the nature of the work required for any unforeseen obstruction of defects which may be encountered; and for all risks of every description connected with the work; and for well and faithfully completing the work in full compliance with the requirements of the Commission and Commission Agent.

Payment is to be made to the contractor in accordance with the policies and procedures of the Commission. All work and claims must be approved by the Commission or Commission Agent before any claim for payment shall be distributed. No payment shall be made prior to the completion of the emergency services on the Kankakee and Yellow Rivers.

### 3. Certificate of Insurance

Upon execution of this contract, the contractor shall deliver to the Commission a Certificate of Insurance for workman's compensation insurance and a Certificate of Insurance for liability insurance in the minimum amount of one million dollars (\$1,000,000) naming the Commission as an additional insured.

**THIS SPACE INTENTIONALLY LEFT BLANK**

**In Witness Whereof**, the parties have agreed to the terms of this contract on the dates indicated by each signature.

Dated This \_\_\_\_\_ by \_\_\_\_\_  
(Contractor)

Dated This \_\_\_\_\_ by \_\_\_\_\_  
(Commission President)

Dated This \_\_\_\_\_ by \_\_\_\_\_  
(Executive Director, Commission Agent)

Attest:

\_\_\_\_\_

DRAFT

## ATTACHMENT 5



### ANTICIPATED TASK SUMMARY SHEET KRBYRBDC On-call Services Aukiki Controlled Breach Design

---

**DATE:** January 20, 2022

**TASK NAME:** Aukiki Controlled Breach Design

**PROJECT DESCRIPTION:** The IDNR Aukiki Wetland Conservation Area, just north of Wheatfield, Indiana, is located immediately adjacent to the Kankakee River. Aukiki Wetland Conservation Area has a flood intake structure that was installed by Ducks Unlimited. The intake structure was designed to let flood water inundate the site through a series of pumps and low flow channels; however, the pump system is no longer functioning. Since the water intake is not working, KRBYRBDC and IDNR have both expressed a desire to create a new controlled breach which will allow water once again to return to the site.

An existing culvert opening under State Road 49 connects the Aukiki property to farm ground on adjacent property that is on the west side of the highway. The proposed controlled breach design will need to carefully consider engineering controls to prevent any additional flooding to off-site properties.

Since stakeholders have agreed to implementing a controlled breach structure, design, modeling and permitting services are needed. It is anticipated that bidding and construction-related services will be completed under separate contract as a future phase of the project. Burke has identified the following tasks needed for design implementation.

#### **PRIMARY TASKS:**

- **Task 1** – Conduct a site visit to Aukiki Wetland Conservation Area with subconsultant Bob Barr and collect data on the Kankakee berm, the existing intake structure and the culvert crossing under State Road 49. Burke plans to use subconsultant TBIRD Design Services Corp to perform topographic survey of the area.
- **Task 2** – Perform modeling analysis to determine an optimum design breach level for controlled flooding to occur, while preventing adverse conditions off site. As part of the analysis, Burke will document existing and proposed flooding conditions.
- **Task 3** – Create a construction plan set, technical specifications, and engineer's estimate for the controlled breach design.
- **Task 4** – Complete regulatory applications to obtain an IDNR Construction in a Floodway permit, IDEM Construction Stormwater Permit, U.S. Army Corps 404 and IDEM 401 wetland permits.
- **Task 5** – Coordinate with IDNR, adjacent property owners and KRBYRBDC. Burke will allow for up to three meetings to present draft design plans, floodplain maps and results to interested stakeholders and property owners.

#### **PRIMARY PRODUCT(S):**

- IDNR Construction in a Floodway Permit, IDEM Construction Stormwater Permit, IDEM 401 and U.S. Army Corps 404 Permits for construction of a controlled breach opening
- Construction plan set, technical specifications, and engineer's estimate for construction of a controlled breach opening

**FEE ESTIMATE:** Not to exceed \$46,400 (time and material)

**CONCURRENCES & NOTICE TO PROCEED:**

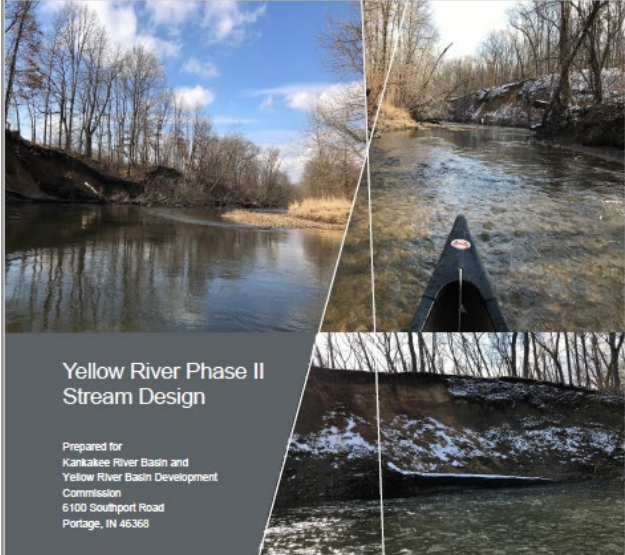
Burke Representative: Name: Jon D. Stolz Initials:  Date: 01/19/2022

KRBYRBDC Representative Name: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

*The noted tasks, fee, and time schedule are provided as an approximation of what may be necessary to complete the noted project. The use of these estimates is intended for planning purposes only and is not intended to replace the contractual obligations of both the Kankakee River Basin Yellow River Basin Development Commission and Christopher B. Burke Engineering, LLC. The services outlined in this task summary sheet are subject to the terms and conditions and standard charges as set forth in the original contract (19.R200461.00000) dated October 2, 2020.*



## ATTACHMENT 6





### Yellow River Phase II Stream Design

Prepared for  
Kankakee River Basin and  
Yellow River Basin Development  
Commission  
6100 Southport Road  
Portage, IN 46368

Prepared by  
Cardno Now Stantec  
708 Roosevelt Road  
Walkerton, IN 46574  
www.cardno.com

January 20, 2022

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### YELLOW RIVER PHASE II STREAM DESIGN




### Description of Project Team

The Cardno Team is pleased to provide the Commission with this proposal for mitigating stream bank erosion and stabilizing slopes along the Yellow River Starkie Counties (the Project). For the Project, the Cardno Team will be comprised of Cardno and Territorial Engineering. Cardno, based out of the Walkerton, Indiana office will lead project management, design, and permitting. Territorial Engineering, operating in Kootz Lake, Indiana, located on the Stark-Marshall County line, will provide professional surveying services. The Cardno Team is well equipped to complete this Project both from a project experience and staff resources standpoint.


Outlined below are the key elements that make the Cardno Team the preferred contractor to complete this Project:

- ◆ We have an integrated team of fisheries biologists, engineers, hydrologists, and regulatory specialists dedicated to developing a comprehensive stream restoration and stabilization design. Each design team member has direct stream assessment, stream design, construction and/or construction oversight experience, which provides value to the client by providing a design with the end result in mind.
- ◆ Our team has firm understanding of the ever-changing river environment and proven experience in Integrating Natural Channel Design to restore stream systems and provide valuable aquatic habitat.
- ◆ Our team has successfully designed and implemented hundreds of stream restoration and stabilization projects and has a proven method of producing practical designs that lead to cost-effective construction.
- ◆ We are focused on solutions. From permitting and design to construction, our goal is to deliver a quality product in an efficient and safe manner that satisfies the Commission, the permitting agencies, and all stakeholders. With any project, unforeseen issues may arise. We work to resolve and identify feasible solutions within the budget agreed upon.
- ◆ We have a proven record of taking on projects and completing them in tight timelines while minimizing cost and preventing contract scope changes. Over the last year alone, we have completed full design, permitting, and construction on multiple stream projects within an eight-month start-to-finish turnaround.
- ◆ We produce clear and concise construction bid documents which are satisfactory for permitting agencies and produce competitive bids from contractors.
- ◆ Our first-hand experience in designing, permitting, and constructing similar projects reduces the risk of unforeseen surprises during each phase of the project, including regulatory review, bidding, and construction.

*The value of the Cardno Team for stream projects is that we have staff that work on all aspects of stream design and implementation, giving us the ability to find solutions that work and understand the perspectives of our client, regulators, and the construction contractor.*



### YELLOW RIVER PHASE II STREAM DESIGN



### Cardno Key Team Members

To provide the highest quality of service and communication, Mr. Ross St. Clair, PE, will serve as Project Manager. With more than 10 years of experience in design and implementation of stream and wetland restoration projects along with stormwater infrastructure projects, Mr. St. Clair is highly qualified to meet the Commission's expectation to manage this Project.

Mr. St. Clair has been in regular attendance at both the Commission and Technical Advisory Committee meetings over the past several months in order to gain a firm understanding of the Commission's issues and needs.

Over the past year, Mr. St. Clair has designed and managed numerous stream restoration and stabilization projects including the Yellow River Phase I design project near the Marshall-Starkie County line.

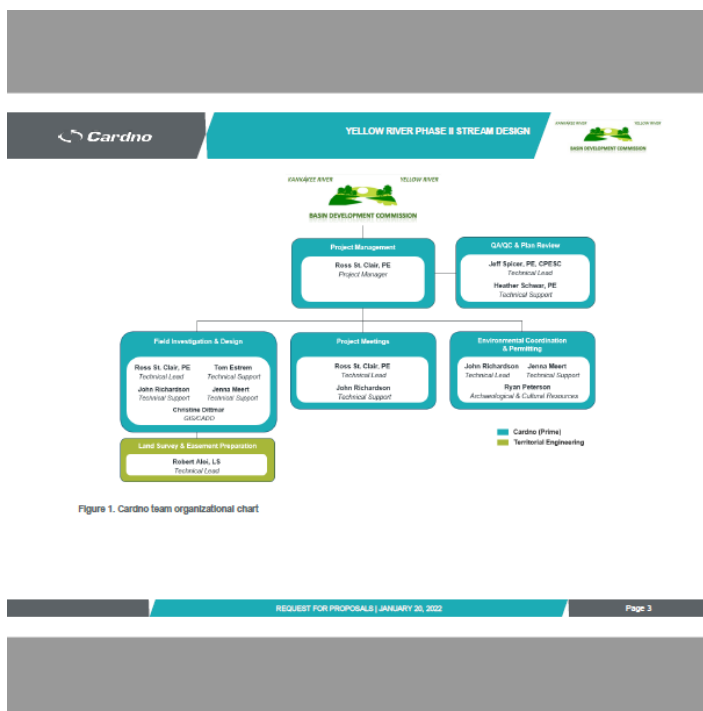
As Project Manager, he will maintain responsibility for client service, contract terms, and quality control for the overall contract. He will also coordinate survey services conducted by Territorial Engineering. In addition, Mr. St. Clair will be responsible for project coordination, maintaining the effectiveness and efficiency of the work, coordinating cost, schedule reporting, monthly invoicing, and addressing questions and concerns related to the Project. The Project Manager is the day-to-day point of contact for the Project and will be responsible for the quality of all deliverables associated with the Cardno Team's work.

Mr. St. Clair will be supported by Mr. John Richardson, who will be heavily involved in field investigation, project design and permitting. With more than 30 years' experience working in the Kankakee and Yellow River Watersheds, Mr. Richardson's expertise in all aspects of watershed, lake, wetland and stream-related projects will provide additional depth of technical expertise and support to this Project.

Mr. St. Clair will work closely with the Commission to ensure that regular communication is maintained and that the team is properly informed as to the progress of the technical and managerial aspects of the Project. In addition to Mr. Richardson, Mr. St. Clair will be supported by a diverse group of engineers, scientists, and business professionals to help navigate all types and aspects of this Project. A majority of our team members are locally based, primarily out of our Walkerton and Kootz Lake offices. Figure 1 depicts our team's organization chart. The entire project team will report directly to Mr. St. Clair. Table 1 contains additional information on our key staff members' relevant expertise and project experience relevant to this project scope. Resumes were included in the previously submitted Statement of Qualifications.

*With more than 7 years of experience in design and implementation of stream and wetland restoration, in addition to stormwater management planning, Mr. St. Clair is highly qualified to meet the Commission's expectation to manage this project.*

*With more than 30 years' experience the Kankakee and Yellow River Watersheds, Mr. Richardson's expertise in all aspects of watershed, lake, wetland and stream-related projects will provide additional depth of technical expertise and support to this project.*



**Cardno** **YELLOW RIVER PHASE II STREAM DESIGN** INDIAN RIVER BASIN DEVELOPMENT COMMISSION

### Scope of Services

Our design plans and specifications satisfy the needs and requirements of the client, permitting agencies, and contractors. We complete plans in steps for clients, with the final stage being stamped design plans, construction specifications, and bid documents by a Professional Engineer. The Cardno Team completes a formal internal quality assurance and quality control (QA/QC) review for each deliverable before submitting it to the client for review and input. This routine submittal process keeps projects on schedule and keeps clients informed of progress.

Unlike most design firms, our team members have extensive construction implementation experience as Cardno is also a design-build firm. This results in our designers being an active participant in the construction process. This experience, in turn, leads to better designs that are more effective, less costly, and easier to implement. We know how to design projects because we know how to build projects.

Elaborating on the tasks outlined in the RFP, Cardno proposes a five-step process for this Project, from initiation to completion. Throughout each step Cardno will provide clear and consistent communication and the experience of working together to make sure the Project is completed on schedule. An overall summary of each step and tasks are provided below and outlined in Table 2 in the *Timeline to Completion* section.

#### Step 1. Project Site Identification and Prioritization

##### Task 1. Project Site Identification and Prioritization

Cardno will conduct site investigation to identify and prioritize reaches of the Yellow River in terms of existing erosion conditions and potential for sediment reduction. Cardno will paddle and visually assess the approximately 14 mile stretch between the SR 17 and Knox (IDNR River mile 26 to 12). Cardno will photo document and GPS critical banks and/or threats to infrastructure. Furthermore, to assess streambank stability and erodibility potential, Cardno will utilize the Bank Erosion Hazard Index (BEHI) and Near Bank Stress (NBS) methodology described by Dr. Dave Rosgen (1996, 2001a and 2001b) to normalize assessments. BEHI is a rapid field assessment which helps evaluate erodibility potential of an assessed stream bank. BEHI assessments are longitudinal bank surveys where continuous sections of bank that have similar physical characteristics are grouped together. Parameters collected for BEHI include: bank height, bankfull height, root depth, root density, bank angle, surface protection and bank material adjustment. NBS assessments help estimate bank stress associated with bankfull flows and takes into consideration the stream pattern, shape, and depositional areas. NBS takes into consideration the bigger picture of where the assessment point is within the stream system and incorporates understanding of stream processes into the estimated lateral bank erosion in the future.

Once site investigation work is complete, Cardno will compile and assess field data to select the highest priority Project Reach that should be the basis of this Yellow River Phase II Stream Design. Cardno will also define and prioritize additional project reaches which should be considered for future design and construction. Cardno will consider project hurdles such as site access and landowner concerns when prioritizing reaches. In general, Cardno will try to identify project areas requiring approximately \$1 million in construction funding. This estimate will be based off a price per foot developed from similar type projects and the recently completed work at the Marshall-Stark County Line. As a deliverable, Cardno will prepare a site identification summary and formal recommendation of project area along with additional priority areas for future implementation.

Step 1. Deliverable: Site identification summary and formal recommendation of project area along with additional priority areas for future implementation.

YELLOW RIVER PHASE II STREAM DESIGN | JANUARY 20, 2022 Page 7

**Cardno** **YELLOW RIVER PHASE II STREAM DESIGN** INDIAN RIVER BASIN DEVELOPMENT COMMISSION

### Table 1. Cardno Team Project

#### Team Member Overview

##### Water Resources Engineer Rosa St. Clair, PE (Cardno – Wallerton, IN)

**Project Role:** Project Manager, Field Investigation and Design Phase technical lead, Primary point of contact for the Commission.

**Relevant Expertise:** Mr. St. Clair is a licensed water resources engineer in seven states, including Indiana, with 10 years of experience. His extensive background in stream and wetland restoration and enhancement, hydrologic and hydraulic model modeling, site survey, design, and construction services make him well-suited to lead the Cardno Team. His formal stream restoration training in Rosgen's principles of Natural Channel Design is evidenced in his management, design and building of stream restoration, streambank stabilization, and water resource engineering projects.

##### Senior Consultant John Richardson (Cardno – Wallerton, IN)

**Project Role:** Environmental Coordination and Permitting technical lead.

**Relevant Expertise:** Mr. Richardson is well versed and has led all facets of watershed, lake, wetland and stream-related projects, from diagnostic, feasibility, and design studies, to construction management, including biological sampling, project feasibility assessments, landowner and agency negotiations, project design, project permitting, and construction oversight. He has obtained Level III Riparian stream training. Mr. Richardson has substantial experience working in the Kankakee and Yellow River Watersheds with projects including all facets of private, public, and government entities over the last 30 years.

##### Senior Project Engineer Jeff Spicer, PE, CPEBC (Cardno – Indianapolis, IN)

**Project Role:** QA/QC and Plan Review technical lead.

**Relevant Expertise:** Mr. Spicer is responsible for design of restoration packages for streams and wetlands, and construction oversight for mitigation projects. Mr. Spicer has been involved in several stream and wetland design and construction projects from the preliminary planning stage through design and quality control reviews. He also prepares Rule 5 permitting documents and performs site inspections for erosion and sediment control compliance. Mr. Spicer has completed Riparian Level II stream training.

##### Senior Water Resources Engineer Heather Schear, PE (Cardno – Milwaukee, WI)

**Project Role:** QA/QC and Plan Review technical support.

**Relevant Expertise:** Ms. Schear is a licensed Professional Engineer in Indiana with more than 20 years of extensive experience and practice. She currently is responsible for leading design and engineering services on watershed management and ecological engineering projects. Ms. Schear evaluates and designs various stormwater programs with basin, sewer, floodplain, bridge, and culvert improvements, scour analyses, streambank protection, and stream habitat restoration. Ms. Schear has completed Riparian Level I stream training.

##### Engineer Associate Jenna Meert (Cardno – Wallerton, IN)

**Project Role:** Field Investigation and Design Phase technical support.

**Relevant Expertise:** Ms. Meert is an Engineer Associate (Engineer in Training) contributing to streambank, shoreline stabilization and habitat enhancement projects including site investigation, project planning, design, permitting.

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**Cardno** **YELLOW RIVER PHASE II STREAM DESIGN** INDIAN RIVER BASIN DEVELOPMENT COMMISSION

### Step 2. Project Kickoff Meeting and Field Investigation

#### Task 1. Project Kickoff Meeting

To commence the Project, Cardno will convene a project kickoff meeting at the site with Involved Commission members and any other project stakeholders identified by the Commission. This meeting will include an initial walk-through of select sections of the Project Area to compare observations to initial project concepts and to identify any concerns, limitations, or opportunities related to project success. We will also identify key project dates, and review the proposed schedule and benchmarks. This meeting would occur late February 2022 or about four weeks after award of the contract. As a deliverable, Cardno will prepare a project kickoff meeting summary with all relevant information outlined at the meeting.

Step 2, Task 1. Deliverable: Meeting summary provided to the Commission and any other attendees.

#### Task 2. Field Investigation

Following the kickoff meeting, the Cardno Team will conduct a comprehensive field investigation which combines a stream assessment and topographic survey, soils review, aquatic and riparian habitat assessments, archaeological and cultural resources review, wetland determination and tree survey. A brief summary of each type of survey is provided below:

##### Task 2a. Stream Assessment and Topographic Survey









The stream assessment and topographic survey will be a joint effort between Cardno and Territorial Engineering. Cardno will direct all data collection while Territorial will provide the appropriate survey equipment and licensed land surveyor for data collection. This collaborative effort will help insure that existing conditions data required for the design is both comprehensive and accurate.

To characterize the geomorphic state of the Project reach during the field investigation, the Cardno Team will utilize Rosgen's Geomorphic Survey methodology. Our team routinely utilizes this survey methodology to gather information on their stream projects. This depth of experience helps insure that the Commission and the involved permitting agencies get quality data to evaluate project designs and outcomes. During the stream assessment, we will collect (1) cross sections, (2) longitudinal profile, (3) river geometry, and (4) substrate data. The data gathered during the field investigation will be compared to published regional curve data collected by the United States Geological Survey and also compared to the Rosgen stream type classification. In addition to the stream assessment data outlined below, Territorial Engineering will request the appropriate utility locates and then survey all adjacent utilities along the Project reach.

##### Task 2b. Soils Review

During the field investigation, Cardno will classify the soil type and soil layer present within the channel banks and channel bottom of the Project Reach. Soil will be investigated for soil strength characteristics such as soil type, soil layering, structure, and stressors. Cardno will utilize its team of skilled professionals with a strong background in soil physics and geology to provide the necessary insight into the Project reach soil conditions. Based on our initial observations of the Project reach, Cardno does not believe that soil borings will be warranted for this project for two primary reasons. First, the soil layering is rather uniform throughout most of the Project reach with predominant layers of sand and clay as discussed in the Project Understanding section. Second, structures that are being proposed for the Project are nature-based solutions that have a certain tolerance for movement in order to support the natural tendency of rivers to shift. This type of structure does not require the same precise characterization of soils that a hard

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<div>  <div> <div>YELLOW RIVER PHASE II STREAM DESIGN</div>  </div> </div> <p>armor solution would. Hand augers may be utilized to provide further soil layering field data but geotechnical soil borings are not being recommended.</p> <p><b>Task 2c. Aquatic and Riparian Habitat Surveys</b></p> <p>Qualified Cardno staff will assess both aquatic and riparian habitat quality within the Project Reach to characterize existing conditions and provide guidance for stream restoration opportunities. This assessment will document observed aquatic habitat, vegetation types, and any habitat for any rare or threatened species. These surveys of aquatic and riparian habitat represent innovation and added value for the Project and will result in restoration consistent with the wild and natural characteristics of the Yellow River in Marshall and Starke Counties.</p> <p><b>Task 2d. Wetland Determination and Desktop Review</b></p> <p>Cardno will conduct a desktop review to identify the wetlands as identified on the U.S. Fish &amp; Wildlife Service (USFWS) National Wetlands Inventory map and verify results with an in-field wetland determination.</p> <p><b>Task 2e. Archaeological and Cultural Resources Review</b></p> <p>An archaeological and cultural resources review is anticipated to be a requirement for the U.S. Army Corps of Engineers (USACE) 404 Permit as outlined in Step 4. This task is one often overlooked by design firms when proposing impacts as extensive as those for the Project. By completing this preliminary review and starting common sense dialogue with USACE prior to the permit submittal, Cardno typically avoids unnecessary delays and leads the effort on this task as opposed to having the agency dictate what is required. Qualified Cardno staff will visit the Indiana Department of Natural Resources (IDNR) Department of Historic Preservation and Archaeology to review their files for any documented archaeological and cultural resource sites. Cardno will prepare necessary exhibits to document the findings of this review and to be included in the permit submittals as appropriate. At this time, Cardno does not anticipate notable archaeological or cultural resource sites to be present within the floodway of the Project Reach and believe that this preliminary review would satisfy any agency concerns or comments.</p> <p><b>Step 2, Task 2. Deliverable:</b> Field Investigation data from stream assessment with topographic survey, soils review, aquatic and riparian habitat surveys, archaeological and cultural resources review, wetland determination to be summarized and incorporated into conceptual design plans to be provided to the Commission.</p> <p><b>Step 3. Conceptual Design</b></p> <p><b>Task 1. Conceptual Design</b></p> <p>Following the field investigation, Cardno will develop conceptual design plans that include the following information:</p> <ul style="list-style-type: none"> <li>Existing Conditions</li> <li>Proposed Conditions</li> </ul> <div> <div>YELLOW RIVER PHASE II STREAM DESIGN   JANUARY 20, 2022</div> <div>Page 9</div> </div>	<div>  <div> <div>YELLOW RIVER PHASE II STREAM DESIGN</div>  </div> </div> <ul style="list-style-type: none"> <li>Typical Cross Sections</li> <li>Existing Thawing Profile</li> <li>Typical Details</li> <li>Preliminary Construction Notes</li> </ul> <p>The proposed treatments (i.e. toewood, bank grading, j-hooks) will be sufficiently detailed to convey the conceptual nature of the design. As a deliverable, we will provide this concept plan set to the Commission, landowners (if required), stakeholders, and regulatory agencies. The Cardno Team completes a formal internal quality assurance and quality control (QA/QC) review for each deliverable, before submitting it to the client for review and input. This routine submittal process keep projects on schedule and keeps clients informed of progress.</p> <p><b>Step 3, Task 1. Deliverable:</b> Concept Plans including existing conditions, proposed treatments, and typical details to be provided to the Commission.</p> <p><b>Task 2. SEA 368 Review</b></p> <p>After the Commission and agencies have reviewed the conceptual design, we will conduct an on-site SEA 368 Review meeting, to discuss the conceptual design and field any questions or comments. The discussions and direction received from this meeting will help direct the next phase of design and permitting.</p> <p>Our goal by the end of Step 2 would be to have initial buy-in and agreement on the conceptual design from the Commission, landowners (if required), stakeholders, and the involved permitting agencies.</p> <p><b>Step 3, Task 2. Deliverable:</b> Meeting summary provided to the Commission, the agencies and all in attendance.</p> <p><b>Step 4. Permit Design Plans and Permit Application Submission</b></p> <p><b>Task 1. Permit Design Plans, Specifications, and Cost Estimate</b></p> <p>Based on feedback received during the second meeting and any other comments submitted by involved parties, Cardno will refine project designs and prepare permit-ready design plans, construction specifications, and a preliminary cost estimate for construction. This step will include additional engineering design and calculations supported by H&amp;H modeling and further detailed design plans with construction specifications.</p> <p>Cardno utilizes multiple H&amp;H models to confirm existing conditions and validate proposed designs. H&amp;H models provide added value and insight into structural stability, flooding impacts, sediment transport, cost/benefit analysis, and numerous other aspects of a successful design including regulatory requirements. Cardno uses Hydrologic Engineering Center River Analysis System (HEC-RAS) and RIVERMorph to analyze stream and hydraulic conditions. HEC-RAS is a steady and unsteady state hydraulic model that can be used to model hydraulics of water and sediment transfer within channels. Flooding Impacts will be analyzed in HEC-RAS to ensure no adverse impacts come from stream modifications and that all regulatory floodplain requirements are addressed. RIVERMorph is a database-oriented software program that allows for stream survey data management and analysis, including channel and treatment design evaluation. This software integrates the geomorphic data sampled during</p> <div> <div>YELLOW RIVER PHASE II STREAM DESIGN   JANUARY 20, 2022</div> <div>Page 10</div> </div>
<div>  <div> <div>YELLOW RIVER PHASE II STREAM DESIGN</div>  </div> </div> <p>the field investigation to evaluate channel morphology, hydraulics, stream channel classification, sediment transport, and design components.</p> <p>The permit design plans will expand upon the conceptual design and provide further detail related to proposed treatments or structures, structure sizing, structure materials, detailed cross sections, typical details, earthwork, construction notes, and erosion prevention and sediment control plans. At a minimum, the permit design plans will include the following information:</p> <ul style="list-style-type: none"> <li>Cover Page with Sheet Index</li> <li>Existing Conditions</li> <li>Access and Demolition (tree removal) Plans</li> <li>Proposed Conditions (to include plan and profile view)</li> <li>Typical Cross sections</li> <li>Grading Sections</li> <li>Typical Details</li> <li>Vegetation Plan</li> <li>Construction Notes</li> <li>Stormwater Pollution Prevention Plan (SWPPP)</li> </ul> <p>Cardno will work with the Starke County Surveyor and Commission Executive Director to make individual contact with each landowner potentially impacted by the project. Permit plans will be sent to each landowner. Should any on-sight meetings be required to satisfy landowner questions/concerns, Cardno has budgeted for this task.</p> <p>Along with providing our routine QA/QC internal review, Cardno will also conduct a constructability review prior to finalizing the permit design plans. Utilizing our in-house construction staff, which includes heavy equipment operators, we will complete a review of the design plans from a construction logistics standpoint to insure that we are proposing reasonable and cost-effective solutions.</p> <p>In addition to the permit design plans, Cardno will also develop construction specifications and a construction cost estimate. The construction specifications will include terms and conditions provided by the Commission as well as special conditions and specifications for project design elements like quality of work, materials, quantities, structure construction, channel and floodplain grading, construction site erosion controls, and final restoration plans. Cardno will take all practical measures to specify materials such as rock or plantings from local sources. The cost estimate will include a preliminary opinion of costs to include both material and labor required for construction of the proposed design.</p> <p><b>Step 4, Task 1. Deliverable:</b> Cardno will submit the 60% construction plans to the Commission and the TAC for their review and comments. Any pertinent comments would be addressed prior to submittal to the permitting agencies.</p> <p><b>Task 2. Permit Application Submittals</b></p> <p>Once the permit design plans have been finalized, Cardno will complete all the necessary permit applications with the design plans as the preliminary exhibit. The following permits and/or coordination is anticipated to be required for the Project:</p> <ul style="list-style-type: none"> <li>USACE 404 Regional General Permit related to discharge of fill material into waters of the United States of America. For purposes of this submittal, Cardno assumes that the Regional General Permit is appropriate for the proposed construction primarily because the stabilization is justified based on a demonstrated need for erosion prevention and that less than two cubic yards</li> </ul> <div> <div>YELLOW RIVER PHASE II STREAM DESIGN   JANUARY 20, 2022</div> <div>Page 11</div> </div>	<div>  <div> <div>YELLOW RIVER PHASE II STREAM DESIGN</div>  </div> </div> <p>would be required per running foot. As outlined in Step 1, Cardno would complete a preliminary archaeological and cultural resources review to satisfy these concerns from the USACE.</p> <ul style="list-style-type: none"> <li>IDEM 401 Water Quality Certification for water quality impacts of a proposed project and required in order for the USACE to issue a 404 permit</li> <li>IDNR Construction in a Floodway Permit related to construction completed within the designated floodway. Based on the negligible change in effective cross sectional area that would likely be proposed for this Project, Cardno assumes that a non-hydraulic modeling assessment would be required to satisfy the requirements of this permit.</li> <li>US Fish and Wildlife Services Section 7 protected species consultation (if required). This would only be required of the applicant if the USACE determines the Project does not qualify for Regional General Permit. Cardno does not foresee any issues with endangered, threatened or rare species along this reach of the Yellow River based on our previous work in this area.</li> <li>Marshall and Starke County Drainage Boards for work within a legal drain. Cardno assumes that attendance and presentation to the Starke County drainage boards will likely be necessary to have the Project approved and Cardno has budgeted the time to complete the applications and the meetings.</li> </ul> <p>Cardno will proactively communicate with all involved agencies after permit applications have been submitted to satisfy any questions or comments necessary to obtain the permits. Although Cardno goes through all reasonable efforts to avoid required mitigation, it is possible that mitigation may be required for certain activities proposed for construction. Of primary note would be the removal of trees within the regulated floodway. Along this reach of the Yellow River, the IDNR would require a 2:1 replacement for all trees removed over 10-inches in diameter and then require three years of follow up monitoring of the planted trees to assure that the trees have successfully been established. Cardno has budgeted time to develop the mitigation and monitoring plan as part of the design scope. Cardno is uniquely qualified to develop a mitigation and monitoring plan as we also regularly conduct the monitoring required post construction and understand the components of a well drafted document.</p> <p><b>Step 4, Task 2. Deliverable:</b> Permits from IDNR, IDEM and USACE allowing the project to proceed to construction to be provided to the Commission.</p> <p><b>Step 5. Final (90% &amp; 100%) Design and Construction Bid Documents</b></p> <p><b>Task 1. Prepare Final (90% &amp; 100%) Design and Construction Bid Documents</b></p> <p>After receiving any final comments from permit agencies, Cardno will incorporate those revisions into a 90% design plans along with the 90% construction specifications and cost estimate for the Commission. Cardno will then schedule a final meeting with the Executive Director and/or Commission to review any comments or questions that need to be satisfied prior to producing final design plans, construction specifications, and bid documents. After all final reviews are complete and design plans and construction specifications are updated, the final construction bid document package, will be certified appropriately by a Cardno Professional Engineer licensed in the State of Indiana. Cardno will produce and deliver the construction bid package for the Project to Commission as the final deliverable.</p> <p><b>Step 5, Task 1. Deliverable:</b> Bid document package which will include construction plans and construction specifications certified by a Professional Engineer to be provided to the Commission and the TAC.</p> <div> <div>YELLOW RIVER PHASE II STREAM DESIGN   JANUARY 20, 2022</div> <div>Page 12</div> </div>

## Project Timeline

The Cardno Team proposes the following schedule (Table 2), which assumes the contract award and notice to proceed are issued by the end of January 2022.

Table 2. Proposed Project Schedule

Proposed Activity	Deliverable	Estimated Completion Date
Project Site Identification and Prioritization	Summary of site investigation data and prioritization of project reaches	End February 2022
Project Kickoff Meeting with the Commission and other project stakeholders	Meeting summary to be provided to all attendees	Early March 2022
Field Investigation: Stream assessment with topographic survey, soils review, aquatic and riparian habitat surveys, archaeological and cultural resources review, wetland determination	Field investigation data to be summarized and incorporated into conceptual design plans	March-April 2022
Conceptual Design Plans	Conceptual design plans to be delivered to the Commission, stakeholders, and regulatory agencies	May 2022
SEA 365 Meeting to review conceptual design plans with the Commission, stakeholders, and regulatory agencies	Meeting summary to be provided to all attendees	Late May 2022
Permit Design Plans, Construction Specifications, and Cost Estimate	Permit design plans to be delivered to the Commission and regulatory agencies. Construction specifications and cost estimate provided to the Commission for final approval	July 2022
Permit Application Submittals	All permit applications submitted to agencies with copies sent to the Commission	July 2022
Public Notice Period and Permit Review	Agency review comments to be received, addressed by Cardno and incorporated into design plans	July-November 2022
90% Design Plans, Construction Specifications, and Cost Estimate	90% design plans provided to the Commission and regulatory agencies for final approval. Construction specifications and cost estimate provided to the Commission for final approval	November 2022
Final Design and Construction Bid Documents	Final design plans, construction specifications and bid documents provided to the Commission	December 2022

Note:

<sup>1</sup> The public notice and public review period is based on past experience with these type of projects and expected turnaround times for the regulatory agencies involved. Cardno will provide routine communication to expedite the permit review period but has no direct control over the regulatory agency's speed of approval. The high profile nature of this Project is also anticipated to speed the review by involved agencies but no guarantees can be made.

## Price Proposal

In line with the desire that the Cardno Team has for working with the Commission and being at the forefront of this progressive work on the Yellow River, Cardno received management's approval to provide discounted hourly billing rates for key staff members. We believe that this will allow us to provide the highest quality of service and an extended effort to ensure success for the Project. This will also provide ultimate value for taxpayers supporting this work.

After the reduction, Cardno estimates the cost of the design, permitting and bid document preparation to be a time and materials, not to exceed fee of \$118,000 for the Yellow River Reconstruction and Sediment Mitigation Design. This includes approximately \$26,250 worth of topographic survey work performed by Territorial Engineering to support the field investigation (Step 2). Pass through fees such as IDNR permit application fees, mailing, copying, equipment use and mileage are included in this proposed fee (Step 4).

Estimated cost by step are:

Step 1: Project Site Identification and Prioritization	\$7,000.00
Step 2: Project Kickoff Meeting and Field Investigation	\$54,000.00
Step 3: Conceptual Design	\$17,500.00
Step 4: Permit Level Design and Permit Applications	\$33,500.00
<b>Step 5: Final Design and Bid Documents</b>	<b>\$7,000.00</b>

**Time and Materials, Not to Exceed \$119,000.00**

### Assumptions

- We assume that any state, federal, or local permit can be obtained through a Nationwide or Regional General Permit. Particularly, we assume that the USACE 404 permit can be obtained via a Regional General Permit.
- We assume that wetlands identified during the wetlands determination, by way of modifying the proposed design plans, can be avoided or impacted below the threshold acreage requirements of the USACE 404 Regional General Permit and; therefore, no wetland mitigation plan will be required. In the event that an identified wetland cannot be avoided without impacting the desired outcome of the project and mitigation is required, Cardno reserves the right to negotiate this scope change with the Commission. Any potential mitigation would be communicated to the Commission and alternative measures would first be considered in order to remain within the original scope of work.
- We assume that any feature identified during the archaeological and cultural resource review can be avoided through modifying the proposed design. In the event that an identified archaeological or cultural resource feature cannot be avoided without impacting the desired outcome of the project, an archaeological Phase I or Phase II may be required and Cardno reserves the right to negotiate this scope change with the Commission.
- Our assumption is that a Conditional Letter of Map Revision (CLOMR) or a Letter of Map Revision (LOMR) will not be required to obtain regulatory permits for the Project. Costs for completing a CLOMR/LOMR, if requested by regulatory agencies, will be provided upon request.

## ATTACHMENT 7



### JOB DESCRIPTION

<b>Position:</b>	Executive Director
<b>Status:</b>	Salaried, FLSA Exempt
<b>Education/Experience:</b>	Minimum of Bachelor's degree from an accredited institution with at least ten (10) years of experience in organizational leadership, state or local government leadership, floodplain management, water resource management, or similar field
<b>Qualifications/Skills:</b>	Demonstrated leadership and management skills Ability to multi-task Takes initiative Works independently Creative problem-solving skills Enthusiastic Flexible Collaborative

### SUMMARY:

The Executive Director ("the Director") of the Kankakee River Basin and Yellow River Basin Development Commission ("the Commission") serves as the chief executive for a nine-member river development agency. The Director executes all Commission policies, plans, budgets, and directives, and is primarily responsible for the organization's overall operations and planning. The Director also serves as the primary advisory to the Commission on all matters pertaining to its mission and statutory charges, and similarly acts as the first point of contact for the public, private businesses, other governmental units, the media, and non-profit entities.

### ESSENTIAL DUTIES:

#### **Leadership**

- 1) Plans, organizes, and directs all Commission-approved operations and programs within the scope of the Commission's mission.
- 2) Develops and implements Commission policies, procedures, operational reporting, and metrics.
- 3) Provides leadership to and manages the work of contractors and consultants.
- 4) Oversees and reports on the organization's results to the Commission and its stakeholders.
- 5) Ensures the provision of technical advice to the Commission through consultants and its Technical Advisory Committee.
- 6) Prepares accurate and timely analyses that capture and communicate results, variances, and trends.
- 7) Coordinates and leads budget reviews, regular reviews, and forecast updates.
- 8) Approves project and program implementations related to cost and effectiveness.

- 9) Ensures that stakeholder relationships are robust enough to meet or exceed the goals and objective of the Commission's mission.

#### *Financial/Administrative*

- 1) Drafts, recommends, and monitors compliance with the Commission's annual budget.
- 2) Drafts, recommends, and monitors compliance with all Commission contracts and agreements.
- 3) Identifies and implements efficiencies.
- 4) Manages cash flow, ensures the necessary conservation of financial resources, and promotes the sustainability of financial commitments.
- 5) Ensures the timely payment of approved claims.
- 6) Drafts and maintains all records of the Commission, including but not limited to meeting minutes, official reports, and correspondence.
- 7) In coordination with the Commission's accountant, oversees all accounts receivable, accounts payable, and payroll functions.
- 8) Supports counties in the collection and remittance of revenue under IC 14-13-9.
- 9) Submits timely requests for state and local appropriations.
- 10) Collects rent payments due to the Commission.
- 11) Drafts grant applications and ensures compliance stipulations for the use of grant funds.
- 12) Plans, schedules, and ensures facilities for Commission and Technical Advisory Committee meetings.
- 13) Provides supporting documentation and preparatory materials to Commission members.
- 14) Between meetings, keeps Commission members routinely informed of operational progress, budgetary matters, and other issues relevant to the conduct of the organization.
- 15) Maintains and updates the Commission's website.
- 16) Monitors the status of all Commission assets.
- 17) Maintains the Commission's technology and procures supplies necessary for its administrative functions.

#### *Operational*

- 1) Supervises, coordinates, and monitors project and maintenance work on the Kankakee and Yellow Rivers.
- 2) Unless delegated through a service agreement, prepares and submits permit applications.
- 3) Regularly conducts on-site inspections of both rivers to identify remedial maintenance and project needs.
- 4) Receives, obtains, and disseminates field reports on river conditions.
- 5) Selects or recommends the selection of contractors under the Commission's adopted policies and procedures.
- 6) Coordinates emergency responses.
- 7) Coordinates project and maintenance work with local, state, and federal officials.
- 8) Makes determinations under the Commission's policies and procedures regarding the use of its easement.
- 9) Reviews project documents, proposals, and plans.
- 10) When necessary, solicits technical expertise and recommendations regarding the implementation of Commission projects.
- 11) Considers and tests innovative approaches to river maintenance and development.

#### *External/Educational*

- 1) Advocates on behalf of the Commission and its mission.
- 2) Builds relationships and partners with policymakers, regulators, key stakeholders, private property owners, governmental units, and non-profit organizations that share a role in furthering the Commission's mission.
- 3) Makes public presentations regarding the Commission's mission, vision, and progress.
- 4) Issues press releases regarding Commission activities and responds to media inquiries.
- 5) Drafts, lays-out, edits, and distributes the Commission's semi-annual newsletter.
- 6) Posts relevant public information to the Commission's website.

- 7) Monitors legislation pertaining to the Commission, and communicates any formal Commission positions on such legislation.
- 8) Maintains an email list of Commission stakeholders, and regularly communicates Commission activities through electronic means.
- 9) Participates in educational activities pertaining to the Kankakee River Basin.
- 10) Remains updated and pursues continuing education on trends in floodplain management.

*Additional Requirements:*

Must possess a valid driver's license. Must be able to read, write, and speak in English in order to communicate with stakeholders, draft records and applications, make reports and presentations, read manuals and guidelines, and interpret technical information. Must be able to type, sit, stand, observe, communicate, operate a vehicle, walk distances of up to two miles in varying weather and terrain conditions, and operate a motor vehicle. If required by the Commission or any other authority, must be eligible to obtain a surety bond.

To assist in the completion of essential tasks, reasonable accommodations may be made for employees with documented disabilities.