



**MEMORANDUM**

TO: Brown's Creek Watershed District Board  
 FROM: Karen Kill  
 RE: Statements of Qualification for Contracted Services  
 DATE: January 6, 2025

BCWD posted requests for qualifications for accounting, auditing, legal, and engineering services for 2025-26, due to BCWD by December 30, 2024. All statements of qualifications have been emailed to the Board of Managers.

Services	Provider	Cost	Compare to BCWD Budget	Experience with BCWD	Recommendation
Accounting	Dave McCord	\$420/month \$5040/year	Budget 2025 \$5000  Exceeds budget by \$40	Existing accounting services – work with monthly and on the audit, punctual, organized, and good attention to detail	Yes
Auditing	Abdo	\$11,300 – 2024 Audit (in 2025) \$11,500 – 2025 Audit (in 2025)	Budget 2025 \$12,000  Under budget by \$700	Existing auditing services - good to work with, efficient use of BCWD time, well organized process	Yes
Legal	Smith Partners	Retainer \$26,700 2025, \$29,100 2025	Budget 2025 \$27,100  Under budget by \$400	Provided legal services since 1997, responsive, timely, knowledgeable on watershed issues	Yes
Engineering	Emmons & Olivier Resources	Retainer \$10,576/month (\$126,912 annual) 2025	Budget 2025 \$130,811  Under budget by \$3,899	Provided engineering services since 1997 and good knowledge of resources and history in BCWD, responsive, timely, stay within budget, assist BCWD with innovative projects	Yes

**Managers:**

Klay Eckles, President • Celia Wirth, Vice-President & Treasurer • Debra Sahulka, Secretary  
 • Chuck LeRoux, 2<sup>nd</sup> Vice-President • Larry Odebrecht