

Project Name | Settlers Glen Iron Enhanced Sand Filter

Date | 3/27/2026

To / Contact info | BCWD Board of Managers

Cc / Contact info | Karen Kill, District Administrator

From / Contact info | John Sarafolean; Erik Megow, PE; Camilla Corell, PE / EOR

Regarding | 2026 Stormwater Maintenance and Enhancement Services

Background

The purpose of this memorandum is to further define and update Task 3 of the 2026 Maintenance & Operations Scope of Services, as presented to the Board at their March 11, 2026 Meeting. Task 3 had three subtasks totaling an estimated **\$31,745** of EOR's services:

- **Subtask 3.1:** Coordination with the City of Stillwater. The time and budget within this subtask would be used to coordinate partnership and cost-share opportunities, agreements, and overall pond maintenance with the City of Stillwater for a pond adjacent to the property that receives stormwater from the adjacent development.
- **Subtask 3.2:** Stormwater Maintenance and Enhancement Scoping (*'Feasibility'*). This subtask will identify and define maintenance and enhancement construction items for the pond and iron-enhanced sand filter, including development of an opinion of probable construction cost. Additional details regarding this subtask are provided below.
- **Subtask 3.3:** Request for Quote Development. Following completion of Subtask 3.2, EOR will prepare a revised set of plans, specifications, and an updated opinion of probable construction cost to support contractor solicitation. The team will assist the District in obtaining quotes, reviewing bids, and supporting contract execution.

Updated Scope

Following discussion with the District Administrator, it was determined that the watershed district will take the lead on Subtask 3.1. The Project Team has also been directed to defer development of the scope of services for Subtask 3.3 until there is a clearer understanding of the overall project scope. As a result, we are proposing to proceed with Subtask 3.2 at this time.

Subtask 3.2 is anticipated to include:

- Scoping improvements and dredging requirements for the Pond. EOR and BCWD will work with the City to determine the dewatering, dredging, tree removal, and infrastructure improvements for the pond.
- Evaluate and define the scope of work for media replacement within the iron-enhanced sand filter, along with other necessary filter maintenance activities. This would include testing the IESF material to identify the proper disposal methods. In addition to media replacement, maintenance activities may include replacement of the underdrain (drain tile) system and liner, as needed. Potential improvements may also include installation of a new sampling port and valve to allow for continued monitoring under revised downstream water surface elevations resulting from beaver activity.

- Initial plans, quantities and opinion of probable cost for both the pond dredging and iron-enhanced sand filter replacement and improvements.
- Prepare a summary memorandum outlining estimated project costs and recommended next steps for Board consideration and approval.

The following table outlines the estimated hours and cost for this subtask.

Subtask	Items	Description	Hours	Cost
3.1: Coordination	Coordination with City of Stillwater	Meeting(s) with City staff to discuss project plans and opportunities to collaborate/cost-share on maintenance activities.	BCWD Staff	
3.2: Stormwater Maintenance and Enhancement Scoping ('Feasibility')	Surveying, Sampling and Analysis	Task includes time for surveying the pond to determine sediment accumulation and dredging amounts, tree removals, testing the soils in both the pond and filter to evaluate contaminant levels and disposal requirements. Soil/filter testing includes developing the sampling plan, lab analysis correspondence, sampling in the field, and delivering samples to the lab.	15	\$4,071*
	Dredging, IESF Media replacement methods, and Improved Design Concepts	Task includes evaluation of dredging volumes, plans for IESF media (+ liner and draintile) replacement, and installation of improved system components such as a new sampling port, knife valve, and cleanout adjustments.	32	\$5,730
	Opinion of Probable Cost	Estimating costs of the project to determine if public bid is required and for District planning purposes.	8	\$1,462
	Summary Memo for Board	The summary memo and a recommendation of how to proceed will be presented to the Board	12	\$2,252
3.3: RFQ	Request for Quotes Development and Bidding	Compiling a request for quote package, soliciting bids, and selecting a contractor.	TBD based on Subtask 3.2	
Total			67	\$13,515

*\$1,550 of this line is for travel expenses and laboratory fees for the soil tests.

Requested Action

Consider approval of this updated scope of services for subtask 3.2 for an estimated cost of \$13,515 from account 948-0000.