



Title: Authorization to Contract with WSB to Continue Interim GIS Support

Resolution number: 25-009

Prepared by: Name: Becky Christopher
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Recommended action: Authorize District Administrator to enter contract with WSB for 6 months of additional GIS support

Budget considerations: Fund name and code: Policy Planning, 2008
Fund budget: \$643,884
Expenditures to date: \$0
Requested amount of funding: \$20,000

Past Board actions: Res # 24-033 Title: Authorization to Execute a Contract with WSB for Interim GIS Support

Summary:

GIS Utility:

The Minnehaha Creek Watershed District (MCWD) has established data-driven planning and decision making as a core organizational principle, guiding the way in which it pursues its mission. A central component underpinning MCWD's ability to aggregate, synthesize, analyze, and use data in planning and decision-making is a Geographic Information Systems (GIS) hub.

MCWD uses ArcGIS Enterprise and Portal as its primary GIS, which serves as the hub for storing, accessing, sharing, and displaying internally and externally generated data. It also serves as the principal way in which the organization accesses data through MCWD's other data management systems. This data is served up to internal and external users through downloadable data sets, online story maps supporting the website, calculations that process watershed runoff volumes via the Gray's Bay Dam Operations field application, and portal applications that allow staff to integrate foundational data sets like the Functional Assessment of Wetlands with municipal stormsewer, property information, land use, etc.

Need for GIS Support:

MCWD recently saw transition in its GIS Coordinator position and has a need for interim support as it works to backfill this position. Before leaving, Alex Steele worked to document MCWD's GIS architecture and operating environment and established coordination and planning meetings with WSB, the consulting firm that supported the design and initial implementation of MCWD's GIS Enterprise.

In June 2024, the Board approved a contract with WSB for \$14,500 for 3 months of interim GIS support until a new staff person could be hired and onboarded. In August, staff posted the position and ran a hiring process. Unfortunately, a suitable candidate was not found at that time. The position was reposted in December, and staff aim to have the position filled by March.

Due to this delay in backfilling the position, additional interim support from WSB is needed. Based on support needs and expenditures to date, staff have worked with WSB to develop the attached scope of work, which would provide up to an additional 6 months of GIS support for an amount not to exceed \$20,000. Services would include the following areas:

1. Maintaining MCWD's GIS Enterprise
2. Map Making and Data Analysis
3. GIS Coordinator Hiring and Onboarding Support

Recommendation:

Staff recommend that the MCWD Board of Managers authorize the District Administrator to execute a contract with WSB, on advice of District Counsel, to provide GIS support services in an amount not to exceed \$20,000.

Supporting documents:

- WSB Scope of Work



RESOLUTION

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- WHEREAS, MCWD is a data driven organization that leverages geographic information systems (GIS) to aggregate, synthesize, and analyze data to inform its planning and decision making;
- WHEREAS, MCWD has experienced turnover in its GIS Coordinator position and is in the need of support services on an interim basis;
- WHEREAS, WSB assisted MCWD in the planning and initial implementation of its GIS enterprise, and has specialized knowledge of MCWD’s system and needs;
- WHEREAS, on June 13, 2024, the Board of Managers authorized a contract with WSB for \$14,500 for 3 months of interim GIS support;
- WHEREAS, the first attempt to find a suitable candidate to fill the position was unsuccessful, requiring a second hiring process and a need for continued interim GIS support;
- WHEREAS, WSB has assembled a scope of services that would provide MCWD up to 6 months of additional interim GIS support in the areas of (1) maintaining its GIS enterprise, (2) map making and data analysis, and (3) GIS Coordinator hiring and onboarding support; and
- WHEREAS, an internal team consisting of the Policy Planning Director, Research and Monitoring Manager, and Administrator, participated in transition meetings with MCWD’s GIS Coordinator and WSB, and have reviewed the WSB scope of services and found it to meet MCWD’s interim needs;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby authorizes the District Administrator to execute a contract with WSB for interim GIS support, on advice of counsel, in an amount not to exceed \$20,000.

Resolution Number 25-009 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: January 9, 2025

 Secretary Date: January 9, 2025



December 31, 2024

Ms. Becky Christopher
Policy Planning Director
Minnehaha Creek Watershed District
15320 Minnetonka Blvd
Minnetonka, MN 55345

Re: 6-Months of GIS Consulting Services

Dear Ms. Christopher,

I am pleased to submit this statement of work (SOW) on behalf of WSB to provide Geographic Information Systems (GIS) consulting support services for the Minnehaha Creek Watershed District (MCWD, District).

PROJECT UNDERSTANDING

It is our understanding that the MCWD seeks GIS consulting support services for a period of 6 months to offer GIS support to the District through the first half of 2025. The District's goal is to have WSB provide flexible GIS consulting services through a combination of on-call remote support, on-site support, and strategic support for MCWD's GIS needs.

SCOPE OF SERVICES

GIS Support

WSB will provide remote GIS consulting and technical support on an as-needed basis throughout the first half of 2025. This SOW will allow for up to **20 hours of support per month** over the 6-month period. WSB can also provide on-site support as needed at the request of the district. GIS consulting and technical support services will include but are not limited to:

- Technical support for the District's GIS
- Map making and project support
- GIS data updates and maintenance
- ArcGIS Online and Portal data and web mapping maintenance
- General Enterprise Geodatabase support
- Review and updated automated maintenance tasks
- Additional tasks as dictated by MCWD staff
- GIS Coordinator candidate review/interviews

Steve Gazdik will be the District's GIS support specialist with assistance from other WSB GIS professionals. Steve will work closely with the District staff on support tasks. In the event of Steve's absence or by WSB's discretion, WSB will utilize its other GIS professionals to provide support services as part of this SOW

COST SUMMARY

This SOW will be billed on an hourly cost-not-to-exceed basis with the total cost not exceeding **\$20,000**. This SOW will be valid for six months from the date of approval.

ACCEPTANCE

This SOW represents our entire understanding of the proposed scope of services. If the work outlined in this SOW is found acceptable, please sign where indicated below.

Thank you for this opportunity to develop Minnehaha Creek Watershed District's GIS and AMS. I am confident that the level of service on this project will meet or exceed your expectations. If you should have any questions regarding this proposal, please contact me at 763-287-8539.

Sincerely,

WSB



Bryan Pittman
GIS Lead



Steve Gazdik
Sr. GIS Specialist

ACCEPTED BY:

Minnehaha Creek Watershed District

By: _____

Title: _____

Date: _____