



MINNEHAHA CREEK
WATERSHED DISTRICT
QUALITY OF WATER, QUALITY OF LIFE

Meeting: Board of Managers
Meeting date: 1/22/2026
Agenda Item #: 7.2
Board Consent Item

Title:	Authorization to Execute a Contract for Water Quality Lab Services
Resolution number:	26-007
Prepared by:	Name: Jill Sweet Phone: 952-930-1976 jsweet@minnehahacreek.org
Reviewed by:	Name/Title: Brian Beck, R&M Program Manager
Recommended action:	Approve Resolution 26-007 – Authorizing execution of a contract for water quality lab services.
Budget considerations:	Fund name and code: Water Quality - Lab Analysis (5001 – 4520) Fund budget (2024): \$53,493 Requested amount of funding: 2024 total budget, \$53,493
Past Board action:	Res #: 25-071 – Authorization to Release Request for Quotes for Water Quality Lab Services

Summary:

The Minnehaha Creek Watershed District (District) remains focused on putting high impact capital projects in the ground to improve water quality, enhance ecological conditions, and reduce flooding. The Research and Monitoring (R&M) department's work is centered around supporting such projects.

The Research and Monitoring program purpose is to:

- 1.) Diagnose water quality and ecological issues
- 2.) Identify project locations
- 3.) Inform project design
- 4.) Assess effectiveness of projects
- 5.) Communicate data driven stories

Collecting water quality samples is a major component to accomplishing the aforementioned goals. The sample collection is done by R&M staff. Samples are sent to a certified lab for analysis.

The District is required to solicit interest every two years for ongoing technical services (103B. 227, subd. 5.). The District's current two-year laboratory contract with RMB Laboratories came to an end December 31, 2025. The request for quotes was released following board approval at the December 1st meeting with a submittal deadline of January 9th, 2026.

The District received three proposals and all were compared against criteria within the following four categories.

1. Cost
2. Hours of operation
3. Sample analysis preparation
4. Data retrieval options

After thorough review, staff is recommending RMB Environmental Laboratories, Inc. (RMB) for the District's water quality analysis based on the following:

- 1.) Cost of projected analysis: RMB submitted the lowest quote for the proposed volume of analytical work. Quotes, on an annual basis, are as follows:

	RMB Laboratories, Inc.	Pace Analytical, Inc.	Eurofins Environment Testing North Central, LLC
	\$59,891	\$97,013.00	\$104,711.72

- 2.) Hours of operation: Certain parameters assessed have short holding times. Samples need to be submitted and analyzed by the lab within 48 hours. RMB's hours of operation are Monday – Thursday: 8:00 AM – 5:00 PM, and Friday: 8:00 AM – 3:00 PM. They also have after-hour drop-offs available at their Burnsville Lab location which can be utilized for weekend sampling with prior notification. These hours of operation are sufficient for R&M's analysis requirements.
- 3.) Sample analysis preparation: RMB provides flexibility of sample processing, such as filtering in the lab, which reduces the field sampling process for R&M staff.
- 4.) Data retrieval: Through the IT planning process, R&M has automated laboratory data processing to enable organizational accessibility to the data to improve decision-making capabilities. RMB will be able to accommodate R&M's data automation processes since it has a full-time IT manager on staff that can customize the result format and therefore allow for the internal automation of those data processing steps. It also has added a web portal feature that can be used to quickly access and view the data.

Staff is recommending authorization to enter a two-year contract with RMB Environmental Laboratories, Inc. for water quality lab analysis during 2026 and 2027.

The RMB annual quote exceeds the approved 2026 program budget of \$53,493. However, the work is performed on a request basis. Staff will track expenditures and not exceed the budget without further Board of Managers authorization.



RESOLUTION

Resolution number: 26-007

Title: Authorization to Execute a Contract for Water Quality Lab Analysis

- WHEREAS, Minnesota Statute 103B.227 requires that watershed districts solicit interest proposals for professional services at least every two years;
- WHEREAS, the District requires water analytical services for its research and monitoring program;
- WHEREAS, the District issued a request for quotes to local Minnesota-certified labs and posted the request on the District website;
- WHEREAS, staff received three quotes and reviewed them on the basis of cost, hours of operation, sample processing, and data retrieval options; and
- WHEREAS, staff recommends an award of contract to RMB Environmental Laboratories, Inc. and the Board of Managers concurs in the basis of the recommendation;

NOW, THEREFORE, BE IT RESOLVED that the MCWD Board of Managers hereby authorizes the Administrator, on the advice of counsel, to execute a contract with RMB Environmental Laboratories, Inc., for water quality lab analysis from February 1, 2026 through December 31, 2027, pursuant to the price and other terms stated in the vendor's quote.

Resolution Number 26-007 was moved by Manager_____, seconded by Manager_____. Motion to adopt the resolution ___ayes, ___nays, ___abstentions. January 22nd, 2026

Secretary Date:_____