

# Technical Memorandum

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**To:** Rick West  
Otter Tail County Engineer

**From:** Larry Kramka  
Houston Engineering, Inc.

**Subject:** Scoping for Star Lake Casino EIS Fee Estimate

**Date:** September 1, 2017

**Project:** R166394-012, Otter Tail County

The following tasks are included in the fee estimate to prepare and conduct initial scoping for the Star Lake Casino Environmental Impact Statement (EIS). The estimate assumes that HEI is:

- reviewing existing documentation and developing the supporting documentation to compile and deliver a draft scoping;
- assisting with a public information meeting;
- reviewing and compiling scoping comments; and
- delivering final scoping document.

## BACKGROUND REVIEW

This will be a quick review of the supporting documentation provided through the EAW process to ensure that the draft scoping document describes the required information and identifies the required reports or studies needed.

## DRAFT SCOPING DOCUMENT

The draft scoping document will be assembled in accordance with the requirements of MN Rules 4410. This task includes drafting the document, quality assurance (QA) review, and one review of the draft scoping document with County staff. After review by County staff, required edits will be completed and a final draft scoping document will be delivered for approval by the County Board. After adoption by the Board, the draft scoping document and notice will be published in the EQB Monitor and the official County paper.

## PUBLIC INFORMATION MEETING

HEI will conduct a public information meeting to provide information on the draft scoping document and consider public comments. The format of this meeting assumes a short introduction and time for public input to be received.

## FINAL SCOPING DOCUMENT

HEI will prepare a final scoping document in accordance with MN Rules 4410. We will review and compile public comments received. Comments will be considered and responses to individual substantive comments will be developed to identify whether the comment requires a revision to the draft scope. HEI will develop a draft final scoping document and supporting information and provide it to County staff for one review. One staff conference call will be conducted to review the Draft Final scoping document. HEI will then incorporate staff comments into a Final Scoping document to be presented for approval by the County Board. The final notice for preparation of the EIS will be developed and submitted.

## ESTIMATED BUDGET

See **Attachment A** for our estimated level of effort to complete this work.

**ESTIMATED BUDGET**  
**Star Lake Casino EIS Scoping, Otter Tail County**



TASK DESCRIPTION	County Staff	Senior Environmental Project Manager	Senior Environmental Scientist	Graduate Scientist	Court Reporter	Admin Assist	Total	
							Hours	Dollars
Total Labor Hours ==>	40	39	23	82	1	44	229	
Total Labor Dollars ==>	\$3,000	\$7,410	\$3,841	\$9,348	\$2,000	\$3,168		<b>\$28,767</b>
Project Name								
Task - EIS Scoping	40	39	23	82	1	44	229	\$28,767
	3000	7410	3841	9348	2000	3168		\$28,767
Review of Existing Data	0	4	1	10	0	0	15	\$2,067
Draft Scoping Document	6	12	1	22	0	2	43	\$5,549
Public Information Meeting	22	11	11	6	1	1	52	\$8,333
Review, Categorize, and assess public comments	10	10	10	40	0	40	110	\$11,760
Final Scoping Document	2	2	0	4	0	1	9	\$1,058

Total Estimated Labor	\$28,767
Total Estimated Expenses	\$828
Total Estimated Cost	\$29,595

**Assumptions:**

- 1 Comment volumes on scoping similar to EAW