



Paul Pek <paul.pek.blb@gmail.com>

RE: Seeking Attorney for Bear Lake Lake Board

Kyle O'Meara <komeara@fsbirlaw.com>
To: Paul Pek <paul.pek.blb@gmail.com>

Thu, Mar 26, 2026 at 1:18 PM

Paul:

Kindly see an engagement letter that would allow us to represent the Bear Lake – Lake Board. Should you desire for our firm to represent the Board, please sign and return it to me.

As for your questions with respect to our last discussion, I understand that the Board needs to renew its special assessments.

For a renewal, our firm typically prepares the following documents for lake improvement boards to comply with the requirements of Part 309.

1. Agenda
2. Resolution 1 of 2 (Practicability)
3. Assessor Certification
4. Resolution 2 of 2 (Assessment)
5. Notice of Confirmation
6. Misc. Meeting Materials
 - a. Sign In Sheet
 - b. Affidavits of Notice (Mailing and Posting)
7. Board Checklist of Requirements (Pre and Post Meeting)
8. Draft Minutes
9. Clerk Endorsement Form
10. Scheduling Memo
11. PowerPoint Presentation for Board Hearing

To attend the public hearing and prepare the documents above our costs would likely be around \$6,000 (this would depend on citizen engagement and if need to assist with questions above and beyond what would be “typical” and could be higher or lower depending on the circumstances). This further assumes that we will not investigate the boundaries of the existing special assessment district (but do help with methodology) and that we would hold both public hearing at the same meeting. Last, the number above is exclusive of any publication / mailing costs for notice.

Please let me know if you have any questions.

Thanks!

Kyle