



**Carver/Wright/McLeod County Joint Ditches
March 11, 2025
Joint Ditch Meeting**

The County Board Room is open to the public

Please contact Kwillaert@carvercountymn.gov if you would like to join the meeting virtually.

- 9:00 a.m. 1. CONVENE JOINT DITCH #4**
(Commissioners Fahey, Lynch, Workman, Moynagh, Schmalz)
- 1.1. Call to Order - David Frischmon, Ditch Administrator
 - 1.2. Elect Chair and Vice-Chair
(2024 Chair was Fahey, Vice-Chair was Schmalz)
 - 1.3. Approve November 12, 2024 minutes..... 3
 - 1.4. Consider Adoption of Recommended Special Assessments for
Redetermination of Benefits Costs for JD4..... 4-5
 - 1.5. Adjournment
- 9:15 a.m. 2. CONVENE JOINT DITCH #1**
(Commissioners Fahey, Anderson, Udermann, Schmalz, Krueger)
- 2.1. Call to Order - David Frischmon, Ditch Administrator
 - 2.2. Elect Chair and Vice-Chair
(2024 Chair was Degler, Vice-Chair was Fahey)
 - 2.3. Approve November 12, 2024 and continued December 2, 2024 minutes 6-7
 - 2.4. Consider Adoption of Recommended Special Assessments for
Redetermination of Benefits Costs for JD1..... 8-9
 - 2.5. Adjournment
- 9:45 a.m. 3. CONVENE JOINT DITCH #5**
(Commissioners Fahey, Lynch, Udermann, Schmalz, Krueger)
- 3.1. Call to Order - David Frischmon, Ditch Administrator

- 3.2. Elect Chair and Vice-Chair
(2024 Chair was Fahey, Vice-Chair was Schmalz)
- 3.3. Approve November 12, 2024 minutes..... 10
- 3.4. Consider Adoption of Recommended Special Assessments for
Redetermination of Benefits Costs for JD5..... 11-12
- 3.5. Adjournment
- 10:00 a.m. 4. CONVENE JOINT DITCH #7**
(Commissioners Fahey, Lynch, Udermann, Anderson, Schmalz)
 - 4.1. Call to Order - David Frischmon, Ditch Administrator
 - 4.2. Elect Chair and Vice-Chair
(2024 Chair was Fahey, Vice-Chair was Tim Lynch)
 - 4.3. Approve November 12, 2024 minutes..... 13
 - 4.4. Consider Adoption of Recommended Special Assessments for
Redetermination of Benefits Costs for JD7 14-15
 - 4.5. Adjournment
- 10:15 a.m. 5. CONVENE JOINT DITCH #15**
(Commissioners Fahey, Lynch, Udermann, Anderson, Krueger)
 - 5.1. Call to Order - David Frischmon, Ditch Administrator
 - 5.2. Elect Chair and Vice-Chair
(2024 Chair was Fahey, Vice-Chair was Tim Lynch)
 - 5.3. Approve November 12, 2024 minutes..... 16
 - 5.4. Consider Adoption of Recommended Special Assessments for
Redetermination of Benefits Costs for JD15..... 17-18
 - 5.5. Consider adoption of Ditch Inspector's recommendation to approve
\$21,230 quote from Houston Engineering to prepare DNR required
tasks before needed repairs to the ditch system can be completed. ... 19-24
 - 5.6. Adjournment

Joint Ditch #4 Carver, McLeod & Wright

A Special Meeting of Carver, McLeod and Wright Counties Joint Ditch 4 was held in the County Government Center, Chaska, on November 12, 2024. Chair Fahey convened the special meeting at 9:00 a.m.

Carver County Commissioners Fahey, Lynch and Workman along with McLeod County Commissioner Schmalz were present in the Carver County Board Room. Wright County Commissioner Kaczmarek was present at the Wright County Government Center.

Lynch moved, Schmalz seconded to approve Minutes from October 8, 2024 with the change in location for Kaczmarek. Motion carried unanimously.

Introduction by Board Chair Fahey on the process of the meeting.

John Kolb, Rinke Noonan spoke on the purpose of the hearing and the procedural requirements.

David Frischmon, Ditch Administrator gave record of notice requirements. Public Hearing Notices were posted in Carver, McLeod and Wright County Government Centers and in the Patriot for 3 consecutive weeks, 10/24/24, 10/31/24 and 11/7/24. Public Hearing notifications were sent to landowners on 10/28/24, and meeting packet posted online and in the government center on 11/7/2024.

Scott Henderson, lead viewer for Carver County at H2Over Viewers gave an overview of why they complete a redetermination of benefits. Currently JD4 has 4,560.93 acres with a new proposal of a total of 5,799.74 acres. Current benefits are assessed at just over \$1 million, and the proposed benefits will be just under \$6.9 million.

The public was invited to ask questions and make comments at the public hearing.

Chair Fahey closed the public comment portion of the hearing.

John Kolb, Rinke Noonan explained the findings and order accepting and adopting the redetermined benefits and damages as recommended by staff.

Workman moved, Lynch seconded to accept the findings and facts for Joint Ditch #4. Roll-Call Vote, all aye. Motion carried unanimously.

David Frischmon, Ditch Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Consider Adoption of Recommended Special Assessment for Redetermination of Benefits Costs for JD4

RBA Number: 2025-416

Department: Property & Financial Services

Contact:

Presenter: David Frischmon Ditch Administrator

Contract Name & Number:

Meeting Date: March 11, 2025

Item Type: Ditch/Rail Authority

Strategic Initiative:
Communities: Create and maintain safe, healthy, and livable communities

Background/Justification:
JD#4 approved the Viewers recommended Redetermination of Benefits and buffer strip payments of \$204,307 after a Public Hearing on November 12th, 2024.
The Ditch Administrator has determined that the total cost for the Redetermination of Benefits was \$39,805. (see details below)
The Ditch Administrator recommends that a Special Assessment of \$244,112 be approved with the following terms:
Special assessments over \$250 are spread over 5 years at an interest rate of 3%.

Action Requested:
Consider Adoption of a Recommended \$244,202 Special Assessment for Buffer Strip payments and Redetermination of Benefits Costs

Fiscal Impact:

Funding:	Amount Budgeted:
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Related Fiscal/FTE Comments:

H2O Viewers = \$27,469, Houston Engineering \$3,723, Rinke Noonan Legal Services \$8,141, Public Hearing Notice \$472 Total RoB Costs = \$39,805.

All ditch-related costs are paid for by the ditch benefiting property owners. No county levy dollars are used on ditch-related projects.

Attachments:

None

Joint Ditch #1 Carver & McLeod

A Special Meeting of Carver & McLeod Joint Ditch #1 was held in the County Government Center, Chaska, on November 12, 2024. Chair Degler convened the special meeting at 1:00 p.m.

Carver County Commissioners Fahey, Udermann & Degler and McLeod County Commissioner Schmalz were present in the Carver County Board Room. McLeod County Commissioner Krueger was absent.

Introduction by Board Chair Degler on the process of the meeting.

Fahey moved, Schmalz seconded to approve minutes from October 8, 2024. Motion carried unanimously 4-0, 1 absent.

John Kolb, Rinke Noonan spoke on the purpose of the hearing and the procedural requirements.

David Frischmon, Ditch Administrator gave record of notice requirements. Public Hearing Notices were posted in Carver and McLeod County Government Centers and in the Patriot for 3 consecutive weeks, 10/24/24, 10/31/24 and 11/7/24. Public Hearing notifications were sent to landowners on 10/28/24, and meeting packet posted online and in the government center on 11/7/2024.

Scott Henderson, lead viewer for Carver County at H2Over Viewers gave an overview of why they complete a redetermination of benefits. Currently JD1 has 2,037.86 acres with a new proposal of a total of 13,659.15 acres. Current benefits are assessed at \$50,058.50, and the proposed benefits will be \$17,361,391.24. Joint Ditch 1 was originally determined in 1906 and previously reviewed in 1956.

The public was invited to ask questions and make comments at the public hearing.

John Kolb inquired if the Commissioners thought all the rest of the proceedings have been done and the reports have been made in a manner consistent with the drainage code? Commissioners believe they have followed proper procedures.

After opening the public comment period and receiving and replying to comments, the Drainage Authority adopted a motion by Schmalz, seconded by Fahey, directing the viewers to reexamine the Crane Creek sub watershed area in response to the comments by Dan and Tony Hausladen and Parcel #06-018-0135 in response to additional landowner information provided, and to continue the hearing to 9:00 am on December 2, 2024, in the Commissioner's Room of the Carver County Government Center, for the purpose of considering the viewers' reexamination report, taking additional public comment and adopting findings and an order adopting the redetermined benefits and damages. Motion carried unanimously.

Chair Degler recessed until December 2, 2024 at 9:00 a.m.

Chair Degler convened on December 2nd, 2024 at 9:02am for JD #1 Carver and McLeod and recessed due to viewer not being present yet. Carver County Commissioners Fahey, Udermann &

Degler and McLeod County Commissioner Schmalz and Krueger were present in the Carver County Board Room.

Commissioner Degler reconvened the meeting at 9:32am. Commissioner Udermann needed to leave and was absent for the remainder of the meeting.

John Kolb spoke on the reason for the continuance. Redetermination on JD1 on November 12, 2024, notice was given to ditch owners. During first hearing on this matter comments received from public. H2O requested a continuance to review.

Chair Degler asked for questions from the public, there were no questions

H2O viewers spoke on JD 1 changes due to non-benefitted land adjustments. Changed the classification of lands to reflect current landscape. Landowners have reverted property back to non-benefitted acres (wetland and/or pre-settlement conditions.)

Scott Henderson, lead viewer for Carver County at H2Over Viewers reviewed the following changes. Currently JD1 has 2,037.86 acres with a new proposal of a total of 13,590.63 acres. Current benefits are assessed at \$50,058.50, and the proposed benefits will be \$17,197,525.96.

Commissioners discussed the changes and asked questions on Crow River area.

Mike Wanous, District Manager for Soil and Water advised there would be future discussion needed on updates and changes as there have been no major repairs on this ditch in a long time.

John Kolb, Rinke Noonan explained the process needed to approve redetermination. Reviewed that every requirement was met. Also explained the findings and order accepting and adopting the redetermined benefits and damages as recommended by staff.

Commissioner Schmalz moved, Commissioner Fahey seconded to accept the amended findings and facts for Joint Ditch #1. Motion carried unanimously 4-0, Udermann absent.

Chair Degler adjourned the meeting at 10:02am.



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Consider Adoption of Recommended Special Assessment for Redetermination of Benefits Costs for JD1

RBA Number: 2025-415

Department: Property & Financial Services

Contact:

Presenter: David Frischmon
Ditch Administrator

Contract Name & Number:

Meeting Date: March 11, 2025

Item Type: Ditch/Rail Authority

Strategic Initiative:

Communities: Create and maintain safe, healthy, and livable communities

Background/Justification:

JD#1 approved the Viewers recommended Redetermination of Benefits and buffer strip payments of \$82,342 after a Public Hearing on November 12th, 2024 which was continued to December 2nd, 2024.

The Ditch Administrator has determined that the total cost for the JD1 Redetermination of Benefits was \$84,314. (see details below)

The Ditch Administrator recommends that a Special Assessment of \$166,656 be approved with the following terms:

Special assessments over \$250 are spread over 5 years at an interest rate of 3%.

Action Requested:

Consider Adoption of a Recommended \$166,656 Special Assessment for Buffer Strip payments and for Redetermination of Benefits Costs

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

H20 Viewers = \$72,680, Houston Engineering \$3,161, Rinke Noonan Legal Services \$7,176, Newspaper public hearing notice \$1,297 Total ROB Costs = \$84,314

All ditch-related costs are paid for by the ditch benefiting property owners. No county levy dollars are used on ditch-related projects.

Attachments:

None

Joint Ditch #5 Carver and McLeod

A Special Meeting of Carver and McLeod Counties Joint Ditch 5 was held in the County Government Center, Chaska, on November 12, 2024. Chair Fahey convened the special meeting at 8:00 a.m.

Carver County Commissioners Fahey, Lynch and Udermann along with McLeod County Commissioner Schmalz were present in the Carver County Board Room. McLeod County Commissioner Krueger was absent.

Schmalz moved, Lynch seconded to approve Minutes from October 8, 2024. Motion carried unanimously 4-0, 1 absent.

Introduction by Board Chair Fahey on the process of the meeting.

John Kolb, Rinke Noonan spoke on the purpose of the hearing and the procedural requirements.

David Frischmon, Ditch Administrator gave record of notice requirements. Public Hearing Notices were posted in Carver and McLeod County Government Centers and in the Patriot for 3 consecutive weeks, 10/24/24, 10/31/24 and 11/7/24. Public Hearing notifications were sent to landowners on 10/28/24, and meeting packet posted online and in the government center on 11/7/2024.

Scott Henderson, lead viewer for Carver County at H2Over Viewers gave an overview of why they complete a redetermination of benefits. Currently JD5 has 1,891.00 acres with a new proposal of a total of 2,136.27 acres. Current benefits are assessed at \$48,762.90, and the proposed benefits will be just under \$3,920,526.27.

The public was invited to ask questions and make comments at the public hearing.

John Kolb, Rinke Noonan explained the findings and order accepting and adopting the redetermined benefits and damages as recommended by staff.

Schmalz moved, Fahey seconded to accept the findings and facts for Joint Ditch #5. Motion carried unanimously 4-0, 1 absent.

Motion my Lynch, seconded by Udermann to close the public comment portion of the hearing.

David Frischmon, Ditch Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Consider Adoption of Recommended Special Assessment for Redetermination of Benefits Costs for JD5

RBA Number: 2025-417

Department: Property & Financial Services

Contact:

Presenter: David Frischmon Ditch Administrator

Contract Name & Number:

Meeting Date: March 11, 2025

Item Type: Ditch/Rail Authority

Strategic Initiative:
Communities: Create and maintain safe, healthy, and livable communities

Background/Justification:
JD#5 approved the Viewers recommended Redetermination of Benefits and buffer strip payments of \$104,446 after a Public Hearing on November 12th, 2024.
The Ditch Administrator has determined that the total cost for the Redetermination of Benefits was \$18,862. (see details below)
The Ditch Administrator recommends that a Special Assessment of \$123,308 be approved with the following terms:
Special assessments over \$250 are spread over 5 years at an interest rate of 3%.

Action Requested:
Consider Adoption of a Recommended \$123,308 Special Assessment for Buffer Strip payments and Redetermination of Benefits Costs.

Fiscal Impact:

Funding:	Amount Budgeted:
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Related Fiscal/FTE Comments:

H2O Viewers \$10,151, Houston Engineering \$2,715, Rinke Noonan Legal Services \$5,756, Public Hearing Notice \$240 Total RoB Costs = \$18.862

All ditch-related costs are paid for by the ditch benefiting property owners. No county levy dollars are used on ditch-related projects.

Attachments:

None

County Ditch #7 now Joint Ditch #7 Carver & McLeod

A Special Meeting of Carver County Ditch #7, now Carver & McLeod County Joint Ditch #7 was held in the County Government Center, Chaska, on November 12, 2024. David Frischmon, Ditch Administrator convened the special meeting at 10:00 a.m.

Carver County Commissioners Fahey, Lynch, Udermann & Degler along with McLeod County Commissioner Schmalz were present in the Carver County Board Room.

Lynch nominated John P. Fahey to serve as Chair of County Ditch #7, Udermann seconded. On vote taken to elect John P. Fahey as Chair for County Ditch #7, all ayes. Motion carried unanimously.

Degler nominated Tim Lynch to serve as Vice Chair of County Ditch #7, Fahey seconded. On vote taken to elect Tim Lynch as Vice Chair for County Ditch #7, all ayes. Motion carried unanimously.

Introduction by Board Chair Fahey on the process of the meeting.

John Kolb, Rinke Noonan spoke on the purpose of the hearing and the procedural requirements.

David Frischmon, Ditch Administrator gave record of notice requirements. Public Hearing Notices were posted in Carver and McLeod County Government Centers and in the Patriot for 3 consecutive weeks, 10/24/24, 10/31/24 and 11/7/24. Public Hearing notifications were sent to landowners on 10/28/24, and meeting packet posted online and in the government center on 11/7/2024.

Scott Henderson, lead viewer for Carver County at H2Over Viewers gave an overview of why they complete a redetermination of benefits. Currently CD7 has 156.05 acres with a new proposal of a total of 695.45 acres. Current benefits are assessed at \$5,493.40, and the proposed benefits will be \$1,113,470.75. This ditch was originally determined in 1917 and has not had a redetermination since that date.

The public was invited to ask questions and make comments at the public hearing.

Chair Fahey closed the public comment portion of the hearing.

John Kolb, Rinke Noonan explained the findings and order accepting and adopting the redetermined benefits and damages as recommended by staff.

Recommendation is to change County Ditch #7 to Joint Ditch #7. No board objection to that change.

Degler moved, Fahey seconded to accept the findings and facts for Joint Ditch #7. Motion carried unanimously.

David Frischmon, Ditch Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Consider Adoption of Recommended Special Assessment for Redetermination of Benefits Costs for JD7 (formerly CD7)

RBA Number: 2025-418

Department: Property & Financial Services

Contact:

Presenter: David Frischmon Ditch Adminsitrator

Contract Name & Number:

Meeting Date: March 11, 2025

Item Type: Ditch/Rail Authority

Strategic Initiative:
Communities: Create and maintain safe, healthy, and livable communities

Background/Justification:
JD#7 approved the Viewers recommended Redetermination of Benefits after a Public Hearing on November 12th, 2024.
The Ditch Administrator has determined that the total cost for the Redetermination of Benefits was \$11,865. (see details below)
The Ditch Administrator recommends that a Special Assessment of \$11,865 be approved with the following terms:
Special assessments over \$250 are spread over 5 years at an interest rate of 3%.

Action Requested:
Consider Adoption of a Recommended \$11,865 Special Assessment for Redetermination of Benefits Costs

Fiscal Impact:

Funding:	Amount Budgeted:
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Related Fiscal/FTE Comments:

H2O Viewers = \$2,510, Houston Engineering \$2,715, Rinke Noonan Legal Services \$6,445, Public Hearing Notice \$195 Total RoB Costs = \$11,865

All ditch-related costs are paid for by the ditch benefiting property owners. No county levy dollars are used on ditch-related projects.

Attachments:

None

County Ditch #5 now Joint Ditch #15 Carver & McLeod

A Special Meeting of Carver County Ditch #5, now Carver & McLeod Joint Ditch #15 was held in the County Government Center, Chaska, on November 12, 2024. David Frischmon, Ditch Administrator convened the special meeting at 11:00 a.m.

Carver County Commissioners Fahey, Lynch, Udermann & Degler were present in the Carver County Board Room. McLeod County Commissioner Krueger was absent.

Degler nominated John P. Fahey to serve as Chair of County Ditch #5, Udermann seconded. On vote taken to elect John P. Fahey as Chair for County Ditch #5. Motion carried unanimously 4-0, 1 absent.

Degler nominated Tim Lynch to serve as Vice Chair of County Ditch #5, Udermann seconded. On vote taken to elect Tim Lynch as Vice Chair for County Ditch #5. Motion carried unanimously 4-0, 1 absent.

Introduction by Board Chair Fahey on the process of the meeting.

John Kolb, Rinke Noonan spoke on the purpose of the hearing and the procedural requirements.

David Frischmon, Ditch Administrator gave record of notice requirements. Public Hearing Notices were posted in Carver and McLeod County Government Centers and in the Patriot for 3 consecutive weeks, 10/24/24, 10/31/24 and 11/7/24. Public Hearing notifications were sent to landowners on 10/28/24, and meeting packet posted online and in the government center on 11/7/2024.

Scott Henderson, lead viewer for Carver County at H2Over Viewers gave an overview of why they complete a redetermination of benefits. Currently CD5 has 1,040.69 acres with a new proposal of a total of 4,531.87 acres. Current benefits are assessed at \$204,107.00, and the proposed benefits will be \$7,156,759.60. This ditch was originally determined in 1920 with possible improvements in 1976.

The public was invited to ask questions and make comments at the public hearing.

Chair Fahey closed the public comment portion of the hearing.

John Kolb, Rinke Noonan explained the findings and order accepting and adopting the redetermined benefits and damages as recommended by staff.

Recommendation is to change County Ditch #5 to Joint Ditch #15. No board objection to that change.

Degler moved, Udermann seconded to accept the findings and facts for Joint Ditch #15. Motion carried unanimously 4-0, 1 absent.

Adjourned at 11:40 a.m.

David Frischmon, Ditch Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Consider Adoption of Recommended Special Assessments for Redetermination of Benefits Costs for JD15 (formerly CD5)

RBA Number: 2025-426

Department: Property & Financial Services

Contact:

Presenter: David Frischmon, Property and Finance Division
Director
Ditch Administrator

Contract Name & Number:

Meeting Date: March 11, 2025

Item Type: Ditch/Rail Authority

Strategic Initiative:

Communities: Create and maintain safe, healthy, and livable communities

Background/Justification:

JD#15 approved the Viewers Report and buffer strip payments of \$51,026 after a Public Hearing on November 12th, 2024.

The Ditch Administrator has determined that the total cost for the Redetermination of Benefits was \$31,538. (see details below)

The Ditch Administrator recommends that a Special Assessment of \$82,564 be approved with the following terms:

Special assessments over \$250 are spread over 5 years at an interest rate of 3%.

Action Requested:

Consider Adoption of a Recommended \$82,564 Special Assessment for Buffer Strip payments and for Redetermination of Benefits Costs

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

H20 Viewers = \$20,950, Houston Engineering \$3,220, Rinke Noonan Legal Services \$7,038, Newspaper public hearing notice \$330 Total ROB Costs = \$31,538

All ditch-related costs are paid for by the ditch benefiting property owners. No county levy dollars are used on ditch-related projects.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Request for JD15 Ditch Maintenance/Repairs
RBA Number: 2025-419
Department: Property & Financial Services
Contact:
Presenter:
Contract Name & Number:
Meeting Date: March 11, 2025
Item Type: Ditch/Rail Authority

Strategic Initiative:

Communities: Create and maintain safe, healthy, and livable communities

Background/Justification:

Joint Ditch #15 consists of approximately 3 miles of open ditch and 3.5 miles of tile line in Young America Township. A ditch property owner contacted the Ditch Inspector, Mike Wanous who agrees the ditch system is in need of repair through the Fredrick Lake basin. MN Statute 103E.701 Subd.2 requires DNR approval for ditch proceedings that may impact public water basins. The DNR requires soil borings, cross sections, and plan-profile drawings to demonstrate that the ditch repair will not impact/drain the public water basin or alter the ditch beyond the as-constructed and subsequently improved condition (ACSIC). The Ditch Authority needs to appoint an engineering consultant to perform these tasks. Houston Engineering Inc (HEI) has provided a quote of \$21,230 for these services, the proposed scope of work is attached.

Action Requested:

Consider adoption of Ditch Inspector's recommendation to approve \$21,230 quote from Houston Engineering to prepare DNR required tasks before needed repairs to the ditch system can be completed.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

All ditch-related costs are paid for by the ditch benefiting property owners. No county levy dollars are used on ditch-related projects.

Attachments:

1. Carver JD15 (CD 5) - Repair Report Quote Letter Proposal 20241015



VIA Email: mwanous@co.carver.mn.us

October 15, 2024

Mike Wanous
Carver County Drainage Inspector
11360 Highway 212, Suite 6
Cologne, MN 55322

Subject: Proposal for Engineering Services on County Ditch 5 Repair Project

Dear Mike,

We are pleased to provide a proposal for engineering and surveying services related to a repair on County Ditch 5 in Carver County. **Attachment A** describes our intended scope of work and provides an estimated compensation based on the proposed scope of services for completing the project. The estimated cost for field survey, plan development, repair report and a public hearing is **\$21,230**.

We are excited about the opportunity to serve Carver County and its landowners that rely on public drainage systems. If you have any questions regarding our proposal, please contact me at 763.493.4522 or via email at jlewis@houstoneng.com.

Sincerely,
HOUSTON ENGINEERING, INC.

A handwritten signature in black ink that reads "Joseph A. Lewis". The signature is written in a cursive, flowing style.

Joseph A. Lewis, PE
Project Manager
Direct: 763.493.6673
jlewis@houstoneng.com

ATTACHMENT A. PROPOSED SCOPE OF WORK

The project purpose is to analyze and recommend repairs on the open channel portion of Carver County Ditch (CD) 5 which has a length of approximately 3 miles. The Main Trunk outlets into CD 4A at Tacoma Avenue. The tile portion of CD 5, approximately 3.5 miles in length, is not included in this scope of work. The CD 5 open channel ditch has accumulated sediment within the channel and is partially obstructing the channel, restricting its capacity. Additionally, blockages are reported to be within the channel as it intersects Frederick Lake. The following tasks describe HEI's anticipated scope of work to support Carver County in repairing the drainage system.

Task 1. Field Survey

HEI will begin by establishing horizontal and vertical survey control including benchmarks for the survey area. Our field survey crew will then gather the survey data and system condition information necessary to analyze the system and determine repair recommendations. The surveyed information to be collected includes:

- Channel bottom elevations at approximately 200-foot spacing
- Channel cross-sections at approximately 1,000-foot spacing
- Soil borings for the purpose of verifying the ACSIC profile elevations at approximately 1,000-foot spacing. For a length of approximately ½ mile at the outlet of Frederick Lake, soil borings will be collected every approximately 200 feet.
- Culvert crossing dimensions and invert elevations
- Inverts of visible tile outlets
- Photographs at culvert crossings, channel cross-sections, visible tile outlets and instability or erosion locations

Task 2. Plan-Profile Drawings

HEI will prepare plan and profile drawings using the field survey data, along with estimated ACSIC profile elevations that can reasonably be determined from the design profile and soil boring data. Drawings will include ditch stationing, existing ditch bottom and left and right bank profiles, soil boring elevations, surveyed cross-sections, Public Land Survey System (PLSS) sections, road labels, county parcels, parcel numbers and owner names, surveyed private laterals and tile outlets, and Public Waters and National Wetland Inventory data. Plan sheets will be 11" x 17" and scaled to approximately 4,500 lineal feet per sheet. A total of 3 sheets are anticipated.

Task 3. Repair Report

A report will be prepared that describes an overview of the current drainage systems condition, development of the ACSIC / repair profile elevations and cross-sections, assessment of current culvert crossing capacity, preliminary evaluation of regulatory implications, opinion of probable cost, and repair recommendations. The repair report will consider two (2) repair alternatives, one of which will be a full repair to the ACSIC grade. The second alternative will consider environmental and regulatory aspects of a repair and may be a lesser extent (depth and length) compared to the full repair alternative. The report will include an approximation of potential wetland impacts requiring mitigation (field verification and quantification of likely wetland impacts are not included in this proposal, but can be completed as an additional service if necessary).

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HEI will also prepare a summary presentation to be delivered at a public drainage authority meeting. The presentation will include mapping, plans, and other graphics indicating the purposes for the repair, proposed alternatives examined, properties benefiting from the public drainage system, and extent of repairs.

DELIVERABLES

Our project scope and cost estimate will allow us to deliver:

1. Digital field survey data (.csv and .shp format)
2. Plan-profile drawings (.pdf and .dwg format)
3. Draft and final technical repair report
4. Attendance at a drainage authority meeting

PROJECT SCHEDULE

HEI will begin work on the project once a signed contract between HEI and Carver County is executed (see attached *HEI General Terms and Conditions*). It is anticipated that field survey will occur in late 2024 and be completed within 2 months of a signed contract. A repair report will be prepared within 6 months of a signed contract.

ASSUMPTIONS

The estimated compensation associated with completing the scope of work is based on the following assumptions:

1. The CD 5 system consists of approximately 3 miles of open channel ditch. Tile portion of CD 5 will not be surveyed or analyzed in repair alternatives.
2. Regulatory review does not include field work to verify wetland types or quantify wetland impact areas)
3. A reestablishment of records report and proceeding is not included within this scope.
4. One public meeting will be completed (public hearing for consideration of repair)
5. HEI is not providing on-site construction observation, pre-construction meeting or payment application review within this scope.

ESTIMATED COMPENSATION

HEI will perform the professional services identified above on a time and materials basis. We estimate the cost for Tasks 1-3 to be \$21,230 and will not exceed that cost without prior authorization from Carver County.

Task 1: Field Survey	\$ 7,910
Task 2: Plan-Profile Drawings	\$ 5,070
Task 3: Repair Report	\$ 8,250
TOTAL COST	\$ 21,230

Additional Services

We believe the scope described above is sufficient to meet your needs to adequately repair the drainage system's function and meet the requirements of MS 103E. However, HEI can provide an array of additional services to further support development and progression of the repair project, that are outside of this scope. The additional services may include support to obtain regulatory approval (if necessary), contract documents suitable for a public bidding process, construction observation, construction management activities such as

County Ditch 5 Repair
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payment application review, and design of other project features if any of these items become necessary. Balancing the need for oversight on the project with costs, we recommend Carver County consider HEI to provide the following services:

Final Construction Plans, Bid Package & Bidding

Following the ordering of a repair project, HEI can prepare a construction planset and technical specifications. It is anticipated that the construction contract will exceed the threshold to require a public bid process. Therefore, a bid package including construction plans, technical specifications and contract documents will be necessary for a public bid process. The construction plan will include the following: plan-profile sheets showing existing and repair profiles, tree removal areas, cross-sectional excavation detail, culvert replacement detail, and a SWPPP. The contract documents will include a bid advertisement, bid form, notice of award, construction agreement, notice to proceed and pay request forms. Additionally, HEI can assist Carver County with the bid letting process by posting the project on QuestCDN, addressing bidder requests, preparing addendum(s), holding a virtual bid-opening, reviewing received bids and prepare a memorandum recommending award to the lowest responsible bidder.

Construction Management Services

For this phase of construction, HEI can provide a range of services including:

- Attendance at a pre-construction meeting with the contractor and county staff to review the project.
- Construction staking for the open channel excavation and culvert replacements. Stakes will be set to define the limits for the work limits and the construction of key project features, including culverts and channel depth of cut.
- Periodic on-site construction observation for the project. The amount of time necessary for inspection may vary based on performance of Contractor.
- Review and processing of contract documents including change orders
- Review and recommending partial and final payments
- Periodic on-site meetings with contractor and county staff.
- As-built field survey and creation of record drawings based upon an as-built survey.

ADDITIONAL SERVICES COST

Since the effort required for construction management is dependent on the efficiency of the contractor and conditions encountered during construction, a specific cost for these services cannot be provided. However, we recommend Carver County budget an amount of \$20,000-30,000 for Final Construction Plans and Construction Management Services. A more detailed estimate of these costs can be provided once a repair project is ordered.