



TITLE: SPECIAL BOARD
MEETING MINUTES

DATE: OCTOBER 28, 2024

1. ATTENDANCE:

Chairman Stuart Christian called the special October 28, 2024, meeting to order at 7:30 AM at the District Office. Other managers attending were Don Andringa, Clayton Bartz, Craig Engelstad and Shawn Brekke. Staff members present included April Swenby – Administrator. Others in attendance via remote technology included Zach Herrmann - Houston Engineering. The managers were called to order to discuss and take action for a Project # 17 repair.

3. BID AWARD:

Results from the bid opening for Project #17 repairs were presented to the board of Managers. Bid tabulations showed the following:

- Gladen Construction, Inc. - \$622,425
- Sellin Brothers, Inc. - \$830,772.00
- R.J Zavoral and Sons, Inc. - \$1,271,698.50

Swenby informed the managers that included in the tabulation is a repair along 290th Avenue for \$21,000 that will be reimbursed by HSEM up to 75%. She acknowledged that the cost of that particular repair is elevated in comparison to Sellin Brothers, Inc who quoted \$3,700, however the total bid package is significantly less.

Discussion was held regarding the assessment to repay the fund. Currently Project #17 ditch fund has a balance of almost \$3,000 and Swenby is expected another \$15,000 of tax levy this fall, making the balance just under \$20,000. The board will also have to consider the expense of the establishment of buffer for at least two locations, using the incremental buffer law that the board approved in August of 2024. Swenby stated that last year, the Project # 17 levy was \$50,000. At \$50,000 Swenby said that the highest rate paid is \$1.14 per acre and the lowest is \$1.14 per acre. As an example, if the levy is adjusted for 2025 to be \$65,000, the highest rate paid is \$1.48 per acre and the lowest is \$.25 per acre. If the levy is adjusted for 2025 to be \$80,000, the highest rate paid is \$1.83 per acre and the lowest is \$.31 per acre. For discussion purposes, Swenby said that at \$65,000 the repair could be scheduled to be paid off in 15 years at an average interest rate of 3%. This assumes that \$10,000 per year is held for regular maintenance. She offered that each year, the amount can gradually increase if needed, and that would pay the deficit off sooner than 15 years. If the system doesn't need excessive regular maintenance, it would also be paid off sooner. She reminded the managers that at the public input meetings with the landowners, there was support for the repair, but landowners asked for time to repay the costs and did not want to be hit with a large bill in one year on their property taxes.

Manager Andringa asked Swenby to provide the cost per acre for the existing admin and petitioned levy at the next meeting

Swenby said that Gladen Construction would like to start the repair this week. Should the board approve a contract, she is prepared to send letters to adjacent landowners today.

A **Motion** was made by Manager Brekke to award and approve a contract with Gladen Construction to complete the repair for \$662,425. **Seconded** by Manager Andringa. **The Motion was carried.**

Swenby updated the managers on the status of repairs that were taking place in the region where the cleaning will be taking place. Some are completed and some are still in the works. To simplify repairs in the future, the board may need to consider a policy for standard repair procedures.

6. ADJOURNMENT:

The next regular meeting will be held November 7, 2024, at 8 AM. As there was no further business to come before the board, a **Motion** was made by Manager Engelstad to adjourn the meeting at 8:15 AM, **Seconded** by Manager Bartz. **The Motion was carried.**

April Swenby, Administrator

Shawn Brekke, Secretary