

MINUTES OF MEETING
DIVERSION PROJECT ASSESSMENT COMMITTEE
CASS COUNTY HIGHWAY DEPARTMENT
WEST FARGO, NORTH DAKOTA
FEBRUARY 27, 2014

The Diversion Project Assessment Committee (DPAC) met on FEBRUARY 27, 2014, at 10:00 a.m. at the Cass County Highway Department, West Fargo, North Dakota.

Committee members present were Mark Brodshaug, Dan Jacobson, Jurgen Suhr and Raymond Wolfer, Cass County Joint Water Resource District Managers; Jim Brownlee, West Fargo City Administrator; and Mary Matheson (alternate for Michael Montplaisir, Cass County Auditor). Absent were Michael R. Buringrud, Cass County Joint Water Resource District; Mary Scherling, Cass County Commissioner; Pat Zavoral, Fargo City Administrator; Mark Bittner, Fargo Director of Engineering and Kent Costin, City of Fargo Director of Finance.

Non-voting members present were Sean M. Fredricks, Ohnstad Twichell, P.C.; and Eric Dodds, Advanced Engineering and Environmental Services, Inc.

Also present were Rocky Schneider, Advanced Engineering and Environmental Services, Inc.; Carol Harbeke Lewis, Cass County Joint Water Resource District Secretary-Treasurer; and Brittany C. Moen, Cass County Joint Water Resource District Administrative Assistant.

Mark Brodshaug called the meeting to order.

Presentation at February Finance Committee meeting

Rocky Schneider said a review of the Diversion Project Assessment Committee (DPAC) methodology and draft assessments for the Metro Flood Diversion Project was presented to the Finance Committee at their meeting on February 12, 2014. He said they received positive feedback from the Finance Committee and they directed DPAC to continue efforts towards a vote.

Review of benefit levels and finalize methodology

Mr. Schneider reviewed the final benefit regions and benefit levels for the Metro Flood Diversion Project developed by DPAC.

It was moved by Mr. Brownlee and seconded by Mr. Jacobson to adopt the DPAC assigned benefit levels for each of the 7 benefit regions regarding the Metro Flood Diversion Project assessment district, as presented. Upon roll call vote, the motion carried unanimously.

Next steps

Next steps for DPAC on the Metro Flood Diversion Project assessment district include the following:

- Preparing a *Technical Memorandum* on the proposed assessment methodology and development;
- Developing a comprehensive outreach plan;
- Holding informational outreach meetings to introduce the assessment district;
- Updating the model and database;
- Coordinating with legal; and
- Facilitating the formation of the assessment district to work towards a vote.

Legal requirements for the proposed Metro Flood Diversion Project assessment district

Sean Fredricks distributed a *Memorandum* regarding the legal requirements for the proposed Metro Flood Diversion Project assessment district.

Minutes

It was moved by Mr. Jacobson, seconded by Mr. Brownlee and unanimously carried to approve the minutes of the January 23, 2014, meeting.

Adjournment

There being no further business for the Committee to consider, it was moved by Mr. Brownlee, seconded by Mr. Suhr and unanimously carried to adjourn the meeting.

APPROVED

Mark Brodshaug
Chairman

ATTEST:

Carol Harbeke Lewis
Secretary-Treasurer