

MINUTES OF MEETING
DIVERSION PROJECT ASSESSMENT COMMITTEE
CASS COUNTY HIGHWAY DEPARTMENT
WEST FARGO, NORTH DAKOTA
DECEMBER 19, 2013

The Diversion Project Assessment Committee (DPAC) met on December 19, 2013, at 10:00 a.m. at the Cass County Highway Department, West Fargo, North Dakota.

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

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

Also present were Rocky Schneider and Jacob Strombeck, 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.

Mr. Brodshaug called the meeting to order and introductions were made.

Minutes

It was moved by Mrs. Scherling, seconded by Mr. Montplaisir and unanimously carried to approve the minutes of the October 24, 2013, meeting.

Review of updated task list

Eric Dodds distributed and reviewed the updated task list regarding the development of an assessment district for the Metro Flood Diversion Project. Decisions made to-date were discussed, and a proposed schedule of future events was reviewed by the Committee.

Direct benefits and benefit region approach review

Mr. Dodds distributed a draft *Technical Memorandum* regarding the benefit region approach and direct benefits for the project with a summary and description of benefit weighting factors for the Committee's review.

The DPAC preliminarily adopted a methodology for assigning direct benefits from the project based on the flood risk reduction to parcels, calculated by comparing the flood risk before and after the project is implemented. Direct benefits to parcels also include the benefit of maintaining services to parcels and continued usability of the parcel during a flood.

A benefit weighting factor can be calculated using a comparison of the flood return frequencies before and after the project. The factors utilize the existing and proposed 50-year, 100-year and 500-year floodplains derived from a hydraulic model used by the Corps of Engineers for the project.

Jeff Volk expressed concern regarding the proposed methodology for benefit weighting factors. He suggested the Committee first consider defining the different types of benefits and categorize them from greatest benefit to smallest benefit before they are weighted. Mark Brodshaug suggested that a group get together after the first of the year to further discuss benefit weighting factors.

Advanced Engineering and Environmental Services, Inc. presented recommendations regarding the development of a process to assign direct benefits to parcels based on the benefits and limitations of the current proposed methodology of the benefit region approach for the Committee's consideration.

It was moved by Mr. Zavoral and seconded by Mrs. Scherling to approve the methodology proposed for benefit weighting factors as a basis for assessment regarding the Metro Flood Diversion Project. Upon roll call vote, the motion carried unanimously.

It was moved by Mr. Olson and seconded by Mr. Costin to approve and proceed with the benefit region approach for assigning direct benefits, and that the DPAC may consider additional factors unique to specific parcels, if necessary, regarding the Metro Flood Diversion Project. Upon roll call vote, the motion carried unanimously.

Indirect benefits methodology

The Committee discussed how indirect benefits should be defined regarding indirect assessments for the Metro Flood Diversion Project. Several options for the distribution of indirect benefits were discussed.

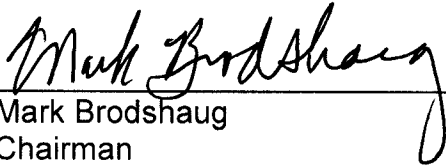
Next steps and future meeting topics

Goals and tasks the Committee will discuss at their January meeting include a methodology for the distribution of indirect benefits, discussion on policy-based distribution of indirect benefits versus value-based distribution, finalizing the task list and discussion on financial plan options.

Adjournment


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

APPROVED



Mark Brodshaug
Chairman

ATTEST:



Carol Harbeke Lewis
Secretary-Treasurer