

Notes: LSLID Board Meeting – May 15, 2023, at 6 PM

Via Zoom Conference Call with viewing option at Scandia Valley Town Hall

Attendees: Rick Rosar (Chair) Bob Koll (Vice-Chair), Fred Comb (Treasurer/Finance), Bob Ingle (Director), Pat Tvedt (Director) and Cindy Kevern (Administrator). 9 audience members attended virtually.

1. Welcome

Rick Rosar opened the meeting by welcoming Board members and the audience. Each Board member introduced themselves and noted their location.

Rick noted that the audience would be able to ask questions at the end of the meeting by raising their hand through Zoom or by letting the Board member know at Scandia Valley Town Hall. He also noted that after they are recognized by the Chair, each audience member will be limited to one-minute period for comments. Rick asked all to mute cell phones.

2. Minutes of Board Meeting

Rick Rosar reviewed the minutes from the April 27, 2023, Board meeting. He stated that Board Members have had a chance to review them, and they have been posted to the website. Rick Rosar asked for a motion to approve. Fred Comb made the motion and Pat Tvedt seconded. Rick called for a Roll Call Vote.

Fred Comb	Yes
Bob Koll	Yes
Bob Ingle	Yes
Pat Tvedt	Yes
Rick Rosar	Yes

3. Treasurer’s Report

Fred Comb reviewed the Treasurers report as of April 30, 2023. Fred reported on the current revenues and expenses. Rick Rosar asked for a motion to approve. Bob Koll made the motion and Bob Ingle seconded. Rick called for a Roll Call Vote.

Fred Comb	Yes
Bob Koll	Yes
Bob Ingle	Yes
Pat Tvedt	Yes
Rick Rosar	Yes

4. 429 Assessment Hearing

Cindy Kevern provided an overview of the 429 Assessment process which is defined in statute and includes the following steps:

- Houston Engineering completes a feasibility report to define the recommended project, estimated costs, and suggest a funding strategy for capital and operating costs. The report will also advise whether the proposed improvement is necessary, cost-effective, and feasible and whether it should be made as proposed or in connection with some other improvement.
- The LID will determine the overall methodology for Charges and Assessments.
- A Public Hearing will be scheduled, notices will be published in the newspaper and notices will be mailed to each property owner.
- The Public Hearing will be held, and the LID Board will consider the feasibility study and vote to direct the engineer to prepare plans and specs for bidding. A reasonable estimate of the total amount to be assessed and a description of the methodology will be available at the hearing.
- Houston will issue bids and provide a recommendation for the selection of a contractor to the Board.
- Temporary financing will be obtained for the project and bidding to award to a contractor can be completed.
- Once the project is constructed and completed, bonds will be issued, and a final Public Hearing will be held to finalize the assessment process and amounts.

Rick noted that the first step in the Assessment process as Cindy noted, is the completion of a Feasibility Report. Cindy Kevern read Resolution 2023-2, titled "Resolution Ordering Preparation of a Report on Improvement", and offered a motion to approve. Bob Koll seconded the motion. Rick called for a Roll Call Vote.

Fred Comb	Yes
Bob Koll	Yes
Bob Ingle	Yes
Pat Tvedt	Yes
Rick Rosar	Yes

Rick noted that the feasibility report has been completed by Houston Engineering and recently received by the Board of Directors. Rick noted that the Feasibility Report references previous reports which are posted on the website. Rick reviewed highlights from the report including the schedule which indicates that bidding can begin shortly after the Assessment Hearing this summer, with construction beginning this Fall. In addition, an updated cost estimate was prepared with the total estimated cost remaining at \$5,550,000. The Report also notes that the project is feasible, necessary, and cost-effective.

Rick also stated that Cindy reviewed possible public hearing dates and times with the LID Board, Houston Engineering, and Attorney John Shockley and determined that the best date for the 429 Assessment Hearing is June 19th at 11:00 a.m. It will be a hybrid meeting held virtually online via Zoom with a viewing option at the Scandia Valley Town Hall. Cindy Kevern read resolution #2023-3, titled "Resolution receiving feasibility report and calling hearing on improvement, and offered a motion to approve. Pat Tvedt seconded the motion. Fred Comb commented that he through the Feasibility Report was well done by Mike Opat from Houston Engineering. Rick called for a Roll Call Vote.

Fred Comb	Yes
Bob Koll	Yes
Bob Ingle	Yes
Pat Tvedt	Yes
Rick Rosar	Yes

Rick noted that the approved resolutions, once signed, and the Feasibility Report will be posted on the website.

5. AIS:

Update on 2023 AIS Program: Rick Rosar reported that the LID has received notice that the Morrison County AIS Grant has been approved for 2023 in the amounts of \$13,700 with the categories of: AIS Survey and Hand Harvesting-\$3,500.00; AIS Signage update at the lake accesses-\$200.00; AIS Watercraft Ambassador Program-\$10,000.00. Rick noted that the LID plans to continue their successful program for control of Aquatic Invasive Species including: a targeted survey of the lake to determine areas for treatment; use of herbicide treatments as required and the use of Scuba Divers for hand pulling. Rick that the survey should occur prior to June 30th and will be funded through State Grant Funds received in 2022.

LSLID Ambassadors: The LID has hired Ambassadors that will staff the two landings to educate boat launch users about the cleaning and draining of boats and trailers as well as disposition of used bait. The program started on May 13th (opening fishing) and continues through September 4th (Labor Day). Inspectors typically work 4-to-6-hour shifts on Fridays, Saturdays, Sundays, and Holidays.

6. High Water Project Update

Rick and Cindy provided a review of the High-Water Project:

- The High-Water Outlet Project has reached an important milestone. The LID has signed agreements with all landowners for the use of their property required for the route.
- Houston engineering is working on finalizing the project design and finalizing agency approvals.
- Houston Engineering is developing construction plans to include the final design of key project features and continuing to explore cost savings and ways to mitigate long lead times on materials.

- Houston Engineering and the LID are finalizing any remaining approvals from key agencies.
- The LID has determined the overall methodology for Charges and Assessments with input from the LID attorney and Houston and with input from a committee that included three property owners.
- Houston Engineering has completed a feasibility report to define the recommended project, estimate costs, and suggest a funding strategy for capital and operating costs. The report will also advise whether the proposed improvement is necessary, cost-effective, and feasible.
- The Feasibility Report also includes information on the Assessment Methodology, which has been developed in accordance with Chapter 429 of the Minnesota Statutes. It notes that the methodology is largely based on methodologies used by other LID's for similar lake outlet projects. The Report also states that the assessment methodology breaks the assessments into three tiers, with one accounting for direct benefits to each parcel, one tier associated with indirect drainage benefits to each parcel and the third tier tied to the overall benefit of the project. Cindy also noted that this feasibility report will be posted to the website.

Next project steps include:

- Houston will be finalizing bid and contract documents.
- With approval of the above resolution, the LID has set the date for the 429 Assessment Hearing for June 19th. The LID Board, the Attorney and the Administrator will be working on developing the notice that will be mailed to the property owners and published in the newspaper. The notice will include the estimated maximum assessment for each property. In addition, a letter will be enclosed with the notices that includes information on the assessment and public hearing, notice that nominations for 2 permanent residency Board of Director seats is open, notice of the Annual Meeting, and updates on LID activities. Property Owners should note that notices will be sent to the address on record with Morrison County.
- At the Public Hearing, the LID Board will consider ordering the improvement and whether to direct the engineer to prepare plans and specs for bidding. A reasonable estimate of the total amount to be assessed and a description of the methodology will be available at the hearing.
- After the Assessment Hearing and the LID orders the improvement, Houston will publish bids, open and tabulate bids, and recommend award of the contractor for construction. It is estimated that the bidding will occur in June and July 2023.
- Temporary financing will need to be obtained for the project. Once the project is constructed and completed, bonds will be issued, and a final Public Hearing will be held to finalize the assessment process and amounts.
- The LID is working with legislators to gain approval for Grant Funding for the construction of the project.

7. Other Business

Cindy Kevern reported on the schedule for the Annual Meeting which includes the following steps:

- Survey and Ballot Systems (SBS) will be utilized to assist with the voting process.
- A letter will be mailed with the Assessment Hearing notice that will include an announcement that nominations are open for the two permanent residency seats with nominations due by July 6th. The mailing will be sent around the first of June and will include assessment information for each parcel on the lake.
- The LID Board will develop the 2024 Budget and develop the mailing list for the mailing. In addition, a letter will be developed providing information on the Annual Meeting and other LID updates.
- A mailing will be sent by SBS the first week of August that will include: Voting Instructions and Voting Ballot, the Candidate Information Sheet, the 2024 Budget Sheet, a letter from the LSLID Board of Directors, and a return envelope. Note that the mailing from SBS will be the only mailing that will be received regarding the voting process.
- It should be noted that SBS will be using the Morrison County mailing list of eligible voters; voters will be able to either return their vote directly to SBS using the paper ballot and enclosed envelope, or they will be able to vote online; there will be no in-person voting available; and SBS will provide the tabulation of the voting.
- The Annual Meeting will be held on August 26, at 9 AM. The meeting will be a hybrid meeting, held online with a viewing option at Scandia Valley Town Hall.
- SBS will receive the votes, both paper and online with tabulate the results. Results will be posted on or about September 7th.

Bob Koll also mentioned that the Zebra Mussel veliger program sampling will continue in 2023. This is a very successful program to determine early whether Zebra Mussels are present in the lake. To date, no zebra mussels have been found in Lake Shamineau.

8. Audience Questions and Comments –

Rick Rosar opened it up for comments or questions from the audience. He noted that participants should use the chat feature, wait to be recognized and limit their time for comments and questions to 1 minute.

a. Following is a summary of the Comments and Questions:

- i. An audience member inquired about the lake elevation and elevation of the downstream ditches and river. Rick noted that the DNR has not yet begun the elevation readings on the lake and he was not aware of elevation readings in the surrounding area.
- ii. An audience member inquired about the assessment methodology. Cindy responded with noting the language in the feasibility report and stated that the report will be posted this evening.

9. Motion to Adjourn

Fred Comb made a motion to adjourn, and Bob Ingle seconded the motion. The Meeting adjourned at 6:44 PM.

Notes Submitted by: Bob Ingle

**RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT
RESOLUTION #2023-2**

WHEREAS, it is proposed to construct an outlet system to draw down and maintain Lake Shamineau at a lower elevation and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE SHAMINEAU LAKE IMPROVEMENT DISTRICT, MORRISON COUNTY MINNESOTA:

That the proposed improvement, called LAKE SHAMINEAU HIGH WATER OUTLET PROJECT, be referred to Houston Engineering, Inc. for study and that that person is instructed to report to the Board of Directors with all convenient speed advising the Board of Directors in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted by the Board of Directors this 15th day of May, 2023.



Chair of the Board of Directors


Secretary

**RESOLUTION RECEIVING FEASIBILITY REPORT AND
CALLING HEARING ON IMPROVEMENT
RESOLUTION #2023-3**

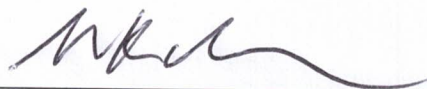
WHEREAS, pursuant to resolution of the Board of Directors of Lake Shamineau Lake Improvement District adopted May 15, 2023, a report has been prepared by Houston Engineering, Inc. with reference to the proposed LAKE SHAMINEAU HIGH WATER OUTLET PROJECT, which contemplates the construction of an outlet system to draw down and maintain Lake Shamineau at a lower elevation (the "Improvement") and this report was received by the Board on May 15, 2023; and

WHEREAS, the report provides information regarding whether the proposed Improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the Improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE SHAMINEAU LAKE IMPROVEMENT DISTRICT, MORRISON COUNTY MINNESOTA:

1. The Board will consider the Improvement in accordance with the report and the assessment of abutting property for all or a portion of the cost of the Improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the Improvement of \$5,550,000.
2. A hybrid public hearing shall be held on such proposed Improvement virtually online via Zoom at 11:00 a.m. on June 19, 2023, with a viewing option at the Scandia Valley Town Hall, 3518 320th Street, Cushing, MN 56443, and the Secretary shall give mailed and published notice of such hearing and Improvement as required by law.

Adopted by the Board of Directors this 15th day of May, 2023.



Chair of the Board of Directors


Secretary