

**Minnehaha Creek Watershed District**

**REQUEST FOR BOARD ACTION**

**MEETING DATE:** June 11, 2015

**TITLE:** Authorization to Contract with Wenck Associates to Update the Operations & Maintenance Manual and Develop a Capital Reinvestment Plan

**RESOLUTION NUMBER:** 15-051

**PREPARED BY:** Tiffany Schaufler

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**TELEPHONE:** 952-641-4513

**REVIEWED BY:**  Administrator  Counsel  Program Director: James Wisker  
 Board Committee  Engineer  Other

**WORKSHOP ACTION:**

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date):_____	<input type="checkbox"/> Refer to taskforce or committee (date):_____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input checked="" type="checkbox"/> Other (specify): <u>Reviewed at May 28<sup>th</sup> Board Meeting</u>	

**PURPOSE or ACTION REQUESTED:**

Authorization to contract with Wenck Associates to update the operations & maintenance (O&M) manual and develop a capital reinvestment plan for the District's capital projects, infrastructure, and lands in the amount of \$45,490 and establish a not-to-exceed budget of \$50,039.

**PROJECT/PROGRAM LOCATION:**

MCWD capital projects, infrastructure, and lands District wide.

**PROJECT TIMELINE:**

June 2015: Begin to draft O&M Manual Update

July 2015: Review draft Capital Reinvestment Plan

October 2015: Review final draft of O&M Manual update and Capital Reinvestment Plan

**PROJECT/PROGRAM COST:**

Fund name and number: Project Maintenance & Land Management, 2003

Current budget: \$466,000

Expenditures to date: \$38,000

Requested amount of funding: \$50,039

**PAST BOARD ACTION:**

May 28, 2015: Resolution 15-051 was reviewed by the Board of Managers. The Board voted to table action to a later Board meeting and requested that staff provide additional budget details.

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## **SUMMARY:**

The Project Maintenance & Land Management department (PMLM), formerly the Operations & Maintenance department, has progressed significantly over the past six years. In 2009, oversight of the department was brought in house to be overseen directly by District staff versus by consultants. In 2012 the department evolved again by taking on the land management responsibilities of the Land Conservation department after the Land Conservation department disbanded. More recently the PMLM department has expanded its oversight to project development by becoming involved with the upfront planning of capital projects to ensure they are designed properly on the front-end to make maintenance more efficient on the back-end.

At the same time the PMLM department has progressed so has the complexity and sophistication of the District's capital projects. For example, the Minnehaha Creek Reach 20 Remeander project is a dynamic project that will involve maintenance oversight over a boardwalk trail, pedestrian bridge, education pavilion, creek remeanders, stormwater facilities, upland vegetation, and wetland vegetation. Consequently, this project alone will require District staff to have a unique understanding of all the project components along with their inspection protocol and maintenance requirements. The current version of the Operations & Maintenance Manual does not provide the level of detail necessary to assist District staff in overseeing maintenance obligations and therefore an update to the existing O&M Manual is needed.

In 2000, the District hired Wenck Associates to develop the current version of the Operations & Maintenance (O&M) Manual. The 2000 O&M Manual outlined the operations and maintenance requirements and responsibilities for the 32 capital projects the District had implemented at that time. Since the 2000 O&M Manual was developed, the District has implemented an additional 42 capital projects and has acquired over 25 properties through fee-title and easement. A complete list of all the capital projects and District infrastructure built to date can be viewed in **Attachment A**.

The 2015 Operations and Maintenance (O&M) workplan identified the need to update the existing O&M Manual along with the need to develop a long-term capital reinvestment plan. In its current form, the 2000 O&M Manual reads as a report on the capital projects the District had implemented up to the year 2000. The proposed update to the 2000 O&M Manual will produce a more informative and step-by-step guide for staff to inspect and maintain capital projects, infrastructure, and lands. The O&M manual will be comprised of three volumes:

- Volume 1- Information Manual: Project description, specific O&M activities for each project, inspection and reporting protocol
- Volume 2- Design and Record Drawings: Documentation of the design and record drawings for use in future maintenance activities
- Volume 3- Cooperative Agreements and Easements: Copies of project cooperative agreements between the District and other parties, permanent easements obtained from landowners to construct and maintain projects

To update the O&M Manual, Wenck staff will begin by developing a series of standard O&M protocols driven by project type. This information will then be used to translate the annual O&M protocols and activities into direct and indirect costs to create a capital reinvestment plan. Development of a capital reinvestment plan will allow the District to cyclically plan and reinvest in the District's capital projects, infrastructure, and lands through ongoing maintenance and proper budgeting for future maintenance work. Development of a capital reinvestment plan will allow annual maintenance costs to be determined, which can be used to guide the annual Project Maintenance & Land Management workplan and budget.

Long term, the capital reinvestment plan would dictate all the O&M activities and schedule their recurrence over a period of 10 years. Annual costs would then be tallied for the next 10 years to assist with long term budgeting. When a new capital project is designed, the capital reinvestment plan will evaluate the maintenance

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requirements and their financial implications for the District's Project Maintenance & Land Management Program budget. Therefore, as each new capital project is being considered by the Board of Managers the Board would have a complete understanding of the initial project costs as well as the long-term maintenance costs necessary to protect the District's investment.

Please see the attached scope of work from Wenck Associates (**Attachment B**) for more details on specific tasks and their associated costs.

**ATTACHMENTS:**

- Attachment A: List of Capital Projects
- Attachment B: Scope of Work Cost Breakdown

**RESOLUTION**

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**RESOLUTION NUMBER:** 15-051

**TITLE:** Authorization to Contract with Wenck Associates to Update the Operations & Maintenance Manual and Develop a Capital Reinvestment Plan

WHEREAS, the Minnehaha Creek Watershed District (MCWD) engages in regional capital improvement projects as described in its Water Resources Management Plan; and

WHEREAS, these facilities need maintenance to continue functioning as designed; and

WHEREAS, the Project Maintenance and Land Management Program annually budgets for, inspects, and maintains District projects, infrastructure, and lands; and

WHEREAS, Wenck Associates, Inc. developed the last version of the Operations & Maintenance Manual for the District and has specific knowledge on the District's past projects, infrastructure, and lands; and

WHEREAS, internal Governance Policy #6 provides for a competitive process when purchasing any professional service in excess of \$25,000, but staff recommends, and the Board finds, that it is appropriate to deviate from that policy in light of Wenck's unique knowledge of the hydrologic and hydraulic behavior of the Minnehaha Creek watershed and the organizational goals of the District, as well as its work to date in tracking projects in the District, which together make Wenck uniquely qualified to develop a sound product cost-effectively; and

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the District Administrator, on advice of counsel, to execute a contract with Wenck Associates, Inc. for the amount of \$45,490 and authorize the administrator to execute change orders as necessary up to a not-to-exceed amount of \$50,039 to update the operations and maintenance manual and develop a capital reinvestment plan.

Resolution Number 15-051 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_.  
Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: \_\_\_\_\_.

\_\_\_\_\_  
Secretary Date: \_\_\_\_\_

ATTACHMENT A: MCWD Capital Projects & Infrastructure			
	Project Name	Included in 2000 O&M Plan	Status
1	60th and 1st Storm Water Pond	X	Existing
2	Big Island Shoreline Restoration Phase 1		Existing
3	Browndale Dam Scour Control		Existing
4	Canoe Landings	X	Existing
5	Cedar Lake Whole Lake Alum Treatment	X	Existing
6	Cedar Meadows Wetland and Stormwater Pond	X	Existing
7	Centerview Park Shoreline Restoration		Existing
8	Chelsea Woods Channel Restoration		Existing
9	Cottageville Park Phase 1		2015
10	County Ditch No. 10	X	Existing
11	County Ditch No. 14	X	Existing
12	County Ditch No. 15	X	Existing
13	County Ditch No. 17	X	Existing
14	County Ditch No. 27	X	Existing
15	County Ditch No. 29	X	Existing
16	County Ditch No. 32	X	Existing
17	County Road 26 Painter Creek Remeander		Existing
18	County Road 6 Stormwater Pond and Weir	X	Existing
19	Deer Hill Road Stormwater Pond and Weir	X	Existing
20	DL-3 Sand/Iron Filter		Existing
21	Excelsior Commons Point Shoreline Restoration		Existing
22	Excelsior Lagoon Alum Treatment	X	Existing
23	Gideon Glen		Existing
24	Gleason Lake Curly Leaf Pond Weed Whole Lake Treatment		Existing
25	Gleason Lake Outlet	X	Existing
26	Gleason Lake Project Stormwater/Fish Barrier		Existing
27	Gleason Lake Stormwater Pond 1	X	Existing
28	Gleason Lake Stormwater Pond 2		Existing
29	Gleason Lake Stormwater Pond 3		Existing
30	Glenbrook Storm Water Pond	X	Existing
31	Gray's Bay Outlet Control Structure	X	Existing
32	Independence Wetland Restoration	X	Existing
33	Johnson/Rolling Hills Wetland Restoration		Existing
34	Judicial Ditch No. 2	X	Existing
35	Lake Calhoun Whole Lake Alum Treatment		Existing
36	Lake Katrina Outlet	X	Existing
37	Lake Nokomis Outlet Weir	X	Existing
38	Lake Nokomis-Amelia Stormwater Pond	X	Existing
39	Lake Nokomis-Gateway Stormwater Pond	X	Existing
40	Lake Nokomis-Knoll Stormwater Pond	X	Existing
41	Lakeside Storm Water Pond	X	Existing
42	Langdon Lake Whole Lake Alum Treatment	X	Existing
43	Long Lake Lagoon Restoration		2015
44	Long Lake Park Primary Storm Water Pond	X	Existing
45	Long Lake Park Secondary Storm Water Pond	X	Existing
46	Long Lake Park Shoreline Restoration	X	Existing
47	Long Lake Whole Lake Alum Treatment	X	Existing
48	MCWD Office Stormwater Pond		Existing
49	Methodist Hospital Creek Remeander		Existing
50	Minnehaha Creek Channel Improvements Grays Bay to Burwell House		Existing
51	Minnehaha Creek Channel Improvements Meadowbrook Golf Course		Existing

ATTACHMENT A: MCWD Capital Projects & Infrastructure			
	Project Name	Included in 2000 O&M Plan	Status
52	Minnehaha Creek Channel Improvements W44th St to Hwy 100	X	Existing
53	Minnehaha Creek Headwaters Shoreline Restoration		Existing
54	Minnehaha Creek Reach 14 Streambank Restoration		Existing
55	Minnehaha Creek Reach 20 Remeander		Existing
56	Minnehaha Creek Reach 8 Streambank Improvements		Existing
57	Minnehaha Gorge Restoration-Phase 1		Existing
58	Minnehaha Gorge Restoration-Phase 2		Existing
59	Mooney Lake Emergency Pumping Infrastructure		Existing
60	Mound Downtown Redevelopment		Existing
61	Old Orchard Park Shoreline Restoration		Existing
62	Painter Creek Channel Cleanout Co Rd 6 Orono		Existing
63	Painter Drive Fish Barrier		Existing
64	Painter Marsh Channel Cleanout		Existing
65	Painter Marsh Sedimentation Pond and Outlet	X	Existing
66	Painter Marsh Weir (Pond 937)	X	Existing
67	Pamela Park Stormwater Ponds	X	Existing
68	Powell Road Stormwater Diversion		2015
69	Powell-Meadowbrook Storm Water		2016
70	Reach 20 Minnehaha Creek Remeander and Trails Project		Existing
71	Saunders Rain Gardens		Existing
72	Six Mile Marsh Prairie Restoration		Existing
73	South Katrina Stormwater Pond and Weir	X	Existing
74	Spring Peeper Meadow	X	Existing
75	Steiger Wetland Inflow Wet Detention Pond		Existing
76	Steiger Wetland Restoration		Existing
77	SW Calhoun Stormwater Ponds	X	Existing
78	Swan Lake Stormwater Pond		Existing
79	Taft-Legion Lake Project		2014-2015
80	Tanager Bridge Shoreline Restoration		Existing
81	Twin Lakes Park Stormwater Pond	X	Existing
82	Twin Lakes Dredging	X	Existing

