

Woodbury County Board of Supervisors

Drainage District Administration, Maintenance and Repair Policy

Date: November 17, 2015

The Woodbury County Board of Supervisors is responsible for eleven drainage districts for which the Board serves as trustees. These districts are as follows:

- 1) Anthon Central
- 2) Bennett-McDonald
- 3) Maple River
- 4) Orton Slough
- 5) Smithland
- 6) Smokey Hollow
- 7) Upper Wolf Creek
- 8) Weber Creek
- 9) Wolf Creek
- 10) Wolf Creek Pump District
 - a) Wolf Creek Pump District subdistrict 2
 - b) Wolf Creek Pump District subdistrict 3
- 11) Bennett McDonald Smithland Special Project

The attached policy provides procedures for addressing maintenance and repairs within drainage districts that will provide earlier notice of repair costs to landowners and the opportunity for more transparency, landowner input, and, if requested or required, hearings prior to undertaking maintenance work in the districts. The attached policy also has provisions to more quickly identify damage to drainage district improvements after severe weather events that result in a federal disaster declaration for the county to assure that any aid in repair of county drainage improvements can be identified and obtained on behalf of county drainage districts.

Drainage District Levies:

Annual Drainage District tax levies are to be set not later than the last board meeting ahead of May 31st of the current year. Levies shall be recommended and prepared by the County Engineer's Office and the Woodbury County Budget Director and presented to the Board of Supervisors for approval.

Drainage District Maintenance Requests:

- 1) Requests for maintenance work within drainage districts which are managed by the Woodbury County Board of Supervisors as trustees shall be filed on a form available at the

Board of Supervisors office. The requests shall be signed by the complainant and contact information provided for setting up an appointment to view the maintenance issue. Requests for work will be considered at the next scheduled board agenda at which time the Board shall go into session as trustees of the drainage district in question.

- 2) The Board will receive a recommendation from the county engineer on whether or not to hire a consulting drainage engineer for necessary engineering work in response to a request for maintenance. This decision on whether to hire a consulting engineer will be based on the county engineer's recommendation. Work will be assigned to the secondary road department, if departmental work load allows, or to a drainage engineering consultant to review the site with the complainant. The county engineer or drainage engineering consultant, either of which is hereinafter referred to as the drainage engineer, will contact the complainant and review the location that is the subject of the maintenance request. Photographs of the damage will be taken. A survey of the damage will be done if deemed necessary by the drainage engineer. A report with recommendations for repair work will be filed with the Board of Supervisors for their consideration. Costs for consulting engineers to perform the work of the drainage engineer will be billed to the drainage district in which the complaint is made as part of that districts annual assessment.
- 3) The Board, acting as trustees for the district, will review the drainage engineer's report. If the Board determines work is needed, the Board will instruct the drainage engineer to prepare a scope of work. The drainage engineer will develop a scope of work to restore the drainage ditch as required by 468.126.
- 4) The scope of work for the repair will be prepared in sufficient detail for contractors to review the site and prepare quotations for the repair. The repair work may be done on an hourly basis by the contractor, by a "not to exceed" cost quotation, or by a combination of payment and measurement methods as determined appropriate by the drainage engineer depending upon the type and nature of the needed repair work.
- 5) The drainage engineer will seek two to three quotations from qualified contractors for all work with an engineer's estimate of less than \$50,000. The Board may publish a legal notice requesting bids or quotations if they choose to do so. Quotations will be due from contractors on a date to be set by the drainage project engineer. Quotations will be brought to the Board of Supervisors for approval. The board of supervisors, acting as trustees, will schedule a hearing prior to awarding the quotations for all projects that have an engineer's estimate in excess of \$25,000. The quote will be awarded and paid by the drainage district.
- 6) Work will be given general supervision by the appointed drainage engineer. Upon completion of the work, the drainage engineer shall present a certification of completion of work to the county engineer's office. The certification of completion shall specify pay items and payment due to the contractor. The county engineer's office will prepare a claim for board of supervisors' approval.