

Draft: These are DRAFT minutes and subject to amendment before final approval by the Dickey County Water Resource District.

Dickey County Water Resource District

MEETING MINUTES

January 15, 2025

The Dickey County Water Resource District met at the Dickey County Courthouse in Ellendale ND at 8:00 am on Wednesday, January 15, 2025. Managers Steve Hansen, Keith Hauck, Justin Gemar, Don Zimbleman and John Quandt were all present at the meeting. Nathan Trosen, Moore Engineering representative, joined via video conference. Sean Fredricks, the board's attorney, was absent.

Chairman Hansen called the meeting to order.

SOV County RD12

Manager Hansen gave a brief explanation of the Solicitation of Views for the renovation of County RD 12 located in Dickey County. That highway is located 5 miles West of Ludden North Dakota that runs South to North and approximately 10 miles. Manager Quandt has investigated the larger ponds that hold water on both sides of the highway, to see if those could be drained as the plan on the renovation is to widen that road, which could be complicated with holding water ponds. No action needs to be taken by the board.

Rate Increase-Nathan Trosen (Moore Engineering) and Sean Fredricks (Ohnstad Twichell)

Manager Gemar moved to approve the rate increase of Nathan Trosen, Moore Engineering representative(see attached document for rates and projects) and Sean Fredricks, the board's attorney, new rates are as follows:

1. Increase from \$160 to \$170 per hour on general matters (e.g., attending meetings, general questions); and
2. Increase from \$235 to \$245 for matter-specific items (e.g., permits, complaint, assessment proceedings, agreement preparation, etc.).

Manager Zimbleman seconded the motion. Upon roll call, the motion passed unanimously

Election of Officers

Nathan Trosen handled the nominations for Chairman. Manager Hauck nominated Manager Hansen for Chairman. With no other nominations, upon roll call the motion passed unanimously. Manager Quandt nominated Manager Hauck as Vice-Chairman. With no other nominations, upon roll call the motion passed unanimously.

Election/Appointees of joint boards

Manager Hauck moved to reappoint Managers Hansen, Quandt, and Gemar to the Dickey-Sargent Joint Board. Manager Zimbleman seconded the motion. Upon roll call, the motion passed unanimously. Manger Hauck and Zimbleman will serve as alternates. Manager Zimbleman moved to reappoint Manager Hansen and Manger Gemar to the North Dakota Water Resource District as the representatives from the Dickey County Water Resource District. Manager Quandt seconded the motion. Upon roll call, the motion passed unanimously.

Other Business

Manager Zimbleman gave a brief update on the Red River Water Supply project.

Meeting Minutes

Manager Quandt moved to accept the December 18, 2024 meeting minutes. Manager Gemar seconded the motion. Upon roll call, the motion passed unanimously.

Financial Statement/Bills

The board had no bills to consider this month. Secretary Hansen gave the financial report.

Manger Hauck moved to accept the financial statement. Manager Zimbleman seconded the motion. Upon roll call, the motion passed unanimously.

APPROVED:

Steve Hansen, Chairman

Attest:

Judy Hansen, Secretary



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Moore Engineering Billing Schedule for Projects With Construction Contracts
2025 Schedule

| Construction Amount | Fee Structure | Design | Field Services |
|--------------------------|---------------------|--------------------|--------------------|
| Less than \$500,000 | Hourly/Estimate | Hourly/Estimate | Hourly/Estimate |
| \$500,000-\$2,000,000 | 18% of Construction | 9% of Construction | 9% of Construction |
| Greater than \$2,000,000 | Scope & Fee | Scope & Fee | Scope & Fee |

Services included in Percent of Construction contracts:

| | |
|--|------------------------------------|
| Meetings with client (project owner) | Contract administration |
| Topographic survey for final design | Shop drawing review |
| Final hydrologic/hydraulic calcs | Pre-construction meetings |
| Final design & quantity calcs | Construction staking |
| Final plans and specifications | Construction observation |
| Structural design services (subconsultant) | Construction quantity measurements |
| Preparation of bid documents | Contractor payment requests |
| Contractor bid opening & tabulation | Punch list items |
| Engineer's Statement of Cost | Record drawings |
| Management of subconsultants | Post construction administration |

Services not included in Percent of Construction contracts (billed as time & materials):

| | |
|---|---|
| Assessment district process | Project permitting |
| Project development | Environmental analysis |
| Preliminary surveys, concepts, and estimates | Right-of-way acquisition services |
| Cost share request submittals & meetings | Base maps, legal descriptions, & monumenting |
| Engineering feasibility study reports | Operation and maintenance manuals |
| Hydrologic/hydraulic study reports | Utility coordination/relocation outside of contract |
| Subconsultant study reports (e.g. geotechnical, wetlands) | Railroad & state highway orders |
| Subconsultant design & construction services (non-structural) | Litigation services |
| Contractor delays (e.g. additional observation, staking, admin) | Design services for bid alternates not constructed |
| Contract dispute resolutions (e.g. contractor claims) | |

Generally, the separation between services billed hourly and services included in the Percent of Construction contract is when the client authorizes the engineer to prepare plans and specifications for bidding.

MOORE ENGINEERING, INC.
2025 BILLING SCHEDULE
 Effective January 1, 2025

NOTE: Rates contained in this Billing Schedule are valid until December 31, 2025. After December 31, 2025, Hourly Billing Rates will be escalated annually and direct expenses may be adjusted to meet market conditions.

| | Description | Billing Rate Per Hour |
|----|--|--------------------------|
| 1 | Principal | \$275.00 |
| 2 | Client Service Representative | \$240.00 |
| 3 | Senior Project Manager | \$250.00 |
| 4 | Senior Professional Engineer | \$235.00 |
| 5 | Senior Technical Advisor | \$300.00 |
| 6 | Technical Advisor II | \$225.00 |
| 7 | Technical Advisor I | \$205.00 |
| 8 | Project Manager | \$225.00 |
| 9 | Professional Engineer II | \$205.00 |
| 10 | Professional Engineer I | \$185.00 |
| 11 | Project Coordinator | \$155.00 |
| 12 | Funding Specialist | \$150.00 |
| 13 | Funding Administrator | \$115.00 |
| 14 | Project Funding Engagement Consultant | \$150.00 |
| 15 | Project Engineer | \$165.00 |
| 16 | CADD Standards Coordinator | \$185.00 |
| 17 | Senior Construction Engineer/Specialist | \$210.00 |
| 18 | Construction Engineer/Specialist II | \$165.00 |
| 19 | Construction Engineer/Specialist I | \$155.00 |
| 20 | Graduate Engineer | \$140.00 |
| 21 | Senior Engineering Designer | \$180.00 |
| 22 | Engineering Designer II | \$170.00 |
| 23 | Engineering Designer I | \$150.00 |
| 24 | Staff Engineer / Hydrogeologist | \$145.00 |
| 25 | Senior Engineer / Hydrogeologist | \$152.00 |
| 26 | Professional Hydrogeologist II | \$205.00 |
| 27 | Professional Hydrogeologist I | \$185.00 |
| 28 | Project Engineer / Hydrogeologist | \$160.00 |
| 29 | Senior Project Engineer / Hydrogeologist | \$170.00 |
| 30 | Senior Environmental Scientist | \$225.00 |
| 31 | Environmental Scientist III | \$200.00 |
| 32 | Environmental Scientist II | \$170.00 |
| 33 | Environmental Scientist I | \$135.00 |
| 34 | Environmental Technician II | \$145.00 |
| 35 | Environmental Technician I | \$95.00 |
| 36 | Environmental Intern | \$95.00 |
| 37 | Expert Witness | \$385.00 |
| 38 | Senior Landscape Architect | \$175.00 |
| 39 | Landscape Architect II | \$150.00 |
| 40 | Landscape Architect I | \$130.00 |
| 41 | Senior Project Administrator | \$175.00 |
| 42 | Project Administrator II | \$145.00 |
| 43 | Project Administrator I | \$125.00 |
| 44 | Senior Office Administrator | \$170.00 |
| 45 | Office Administrator II | \$114.00 |
| 46 | Office Administrator I | \$111.00 |
| 47 | Engineering Technician III | \$150.00 |
| 48 | Engineering Technician II | \$130.00 |
| 49 | Engineering Technician I | \$95.00 |
| 50 | CADD Technician III | \$150.00 |
| 51 | CADD Technician II | \$125.00 |
| 52 | CADD Technician I | \$105.00 |
| 53 | GIS Manager | \$180.00 |
| 54 | Senior GIS Coordinator | \$180.00 |
| 55 | GIS Analyst | \$160.00 |
| 56 | GIS Developer | \$170.00 |
| 57 | GIS Programmer III | \$165.00 |
| 58 | GIS Programmer II | \$155.00 |
| 59 | GIS Programmer I | \$140.00 |
| 60 | GIS Specialist III | \$170.00 |
| 61 | GIS Specialist II | \$160.00 |
| 62 | GIS Specialist I | \$145.00 |
| 63 | GIS Technician III | \$160.00 |
| 64 | GIS Technician II | \$135.00 |
| 65 | GIS Technician I | \$115.00 |
| 66 | Drone Operator | \$150.00 |
| 67 | Drone Services Coordinator | \$165.00 |
| 68 | Senior Land Surveyor | \$200.00 |
| 69 | Land Surveyor | \$180.00 |
| 70 | Survey Data Analyst | \$195.00 |
| 71 | Survey Manager | \$185.00 |
| 72 | Survey Crew Chief II | \$175.00 |
| 73 | Survey Crew Chief I | \$155.00 |
| 74 | Survey Technician III | \$140.00 |
| 75 | Survey Technician II | \$120.00 |
| 76 | Survey Technician I | \$100.00 |
| 77 | Administrative Assistant II | \$97.00 |
| 78 | Administrative Assistant I | \$85.00 |

| | | | |
|-----------------|--|----------------------|----------|
| Travel Expenses | Project Mileage | Per current IRS rate | per mile |
| | Lodging and Meals | Cost * 1.15 | |
| Survey Supplies | Per Diem | \$60.00 | per day |
| | Iron Pins | \$1.25 | each |
| | Fence Posts | \$5.00 | each |
| Miscellaneous | Motorized Offroad Vehicles Drone Equipment | \$75.00 | per day |
| | Project Expenses and Sub Consultants | At Cost | |