

Minnehaha Creek Watershed District

REQUEST FOR BOARD ACTION

MEETING DATE: September 12, 2019

TITLE: Six Mile Creek-Halsted Bay (SMCHB) Xcel Energy Utility Fees

RESOLUTION NUMBER: 19-076

PREPARED BY: Anna Brown

E-MAIL: abrown@minnehahacreek.org

TELEPHONE: (952) 641-4522

REVIEWED BY: Administrator Counsel Program Mgr. (Name): Michael Hayman
 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): Seeking approval at September 12, 2019 Board Meeting	

PURPOSE or ACTION REQUESTED:

Authorize staff to pay utility fees to Xcel Energy for the installation of electric service at North Lundsten Lake to accommodate aeration as part of the Six Mile Creek-Halsted Bay (SMCHB) Habitat Restoration Program. The utility fee is a reimbursable expense under the funding from the Lessard Sams Outdoor Heritage Council.

PROJECT/PROGRAM LOCATION:

Carver Park Reserve, Victoria, MN

PROJECT TIMELINE:

Fall 2019 North Lundsten Lake utility Installation

PROJECT/PROGRAM COST:

Fund name and number: SMCHB – Carp Management (500-5007)
Current Budget: \$92,000 (Grant budget for utility installation and fees)
Expenditures to date: \$36,274
Requested amount of funding: \$15,820.55 (all fees a grant eligible)

PAST BOARD ACTION:

May 11, 2017 Authorization to request funding from Lessard Sams Outdoor Heritage Council (17-036)
July 26, 2018 Authorization to execute contract for utility design and coordination (18-070)
Nov. 8, 2018 Authorization to enter contract for installation of electricity SMCHB aeration (18-116)

SUMMARY:

In September 2017 the Lessard Sams Outdoor Heritage Council (LSOHC) recommended the Six Mile Creek-Halsted Bay (SMCHB) Habitat Restoration Project for \$567,000 to the Minnesota State Legislature. The funding bill was approved by the legislature and the grant period began on July 1, 2018. The program takes a holistic and comprehensive approach to managing common carp in the SMCHB Subwatershed based on the University of Minnesota's SMCHB carp assessment (2014-2017), consisting primarily of three management strategies:

- Adult biomass removal
- Aeration of shallow lakes to prevent successful carp reproduction
- Barriers to prevent carp movement between waterbodies and assist with removal

Consistent with the accomplishment plan approved by LSOHC, the grant funds will be used to pay for the capital cost of barrier installation, utility installation for aeration, and the fish removal contracts. The District match includes equipment for removal and monitoring, the aeration units, and design services.

Utility Installation

Shallow lake aeration is a management strategy that targets lakes identified as known or likely reproduction areas. The carp assessment identified six such lakes across SMCHB – Turbid, Marsh, Sunny, North and South Lundsten, and Mud lakes. Since completion of the carp assessment, the MCWD's adaptive management approach has further refined what efforts are necessary throughout the subwatershed to effectively manage carp. Both Sunny Lake and Marsh Lake have subsequently been determined to not be good candidates for aeration at this time, and staff are instead deploying seasonal monitoring and temporary barriers to ensure reproduction cannot occur on those water bodies. Turbid Lake has also been removed from consideration for aeration based on monitoring data indicating a low likelihood of recruitment, particularly when downstream lakes North and South Lundsten are being aerated.

In November 2018, the Board approved a contract with Telcom Construction for utility installation services. At that time, the contract covered the installation and utility fees for Mud Lake, South Lundsten Lake, Marsh Lake, and Turbid Lake. Both Mud Lake and South Lundsten Lake have been installed and will be in operation this winter. At the time, the installation of utilities for North Lundsten was not included in the contract because it would require the extension of Xcel Energy's primary electric service line, a service that would drive costs higher than projected if completed in the winter.

Staff are now recommending that we proceed with the installation of utilities at North Lundsten so that all three sites – North Lundsten, South Lundsten, and Mud Lake – are operational this winter. The Telcom contract cost to install utilities at North Lundsten is \$13,085, a cost which is covered under the existing contract because of Marsh and Turbid Lakes not proceeding, which together had a total cost of \$25,319.00. However, because the utility fees for extension of primary services by Xcel Energy exceeds the total approved fee payment for installation service, staff are seeking authorization to pay Xcel Energy the associated installation fee of \$15,820.22. Furthermore, because Xcel Energy will not put the work in queue for installation until the payment is received, staff are requesting that the check be executed immediately following authorization in order to expedite the work and ensure timely installation.

Recommendation

Staff are recommending the Board approve the payment of \$15,820.55 to Xcel Energy for installation of utilities at North Lundsten Lake to facilitate aeration as part of the SMCHB Habitat Restoration Program. The utility fee is a reimbursable expense under the funding from the Lessard Sams Outdoor Heritage Council.

RESOLUTION

RESOLUTION NUMBER: 19-076

TITLE: Six Mile Creek-Halsted Bay (SMCHB) Xcel Energy Utility Fees

- WHEREAS, pursuant to resolution 14-047 the MCWD Board of Managers has identified the Six Mile Creek-Halsted Bay (SMCHB) Subwatershed as a priority area for focusing District planning activities and coordination efforts with subwatershed partners; and
- WHEREAS, beginning in 2016, MCWD led in the development of a comprehensive restoration strategy for the SMCHB subwatershed to achieve the District’s goals of protecting and improving water quality, water quantity, ecological integrity, and thriving communities through land use and water integration, and includes rough fish management as a principal strategy for restoration;
- WHEREAS, in September 2017, the Lessard Sams Outdoor Heritage Council recommended the SMCHB Habitat Restoration project for \$567,000 in funding, and the funding was approved by the MN Legislature in May 2018;
- WHEREAS, In July 2018, staff solicited competitive quotes for utility coordination and design for aeration unit service installation and, pursuant to resolution 18-070, the MCWD Board of Managers awarded a contract to Telcom Construction, Inc. for those services;
- WHEREAS, In November 2018, pursuant to resolution 18-116, the MCWD Board of Managers awarded a contract to Telcom Construction for the installation of the first phase of utility services and authorized staff to pay the associated installation fees, reserving the installation of North Lundsten Lake and associated fees for a second phase to be completed in 2019; and
- WHEREAS, to accommodate aeration of North Lundsten Lake prior to the forthcoming winter, the extension of primary electrical utility services by Xcel Energy must be completed;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the Administrator to execute the underground service form and pay the associated fees for utility installation at North Lundsten Lake to Xcel Energy for the cost of \$15,820.55.

Resolution Number 19-076 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: September 12, 2019.

Secretary Date: _____

Account No. XX-0012826968-X
Job No. 11323807
Job Address 6920 Springview Rd.
Waconia, MN 55387



Northern States Power Company - Minnesota
5505 COUNTY ROAD 19
SHOREWOOD, MN 55331

September 4, 2019

Dear Minnehaha Creek Watershed District,

Thank you for choosing Xcel Energy to be your energy provider. We appreciate your business, and our goal is to deliver you reliable service at an affordable price.

This letter contains important information about your requested service. Please read all details below as well as any accompanying information and respond accordingly to ensure your project is completed accurately and timely.

This letter relates to your request for:

- Extension of Gas and/or Electric Facilities

Your portion of the cost of this project is **\$15,820.55**. A hard copy invoice will be sent to you via U.S. Mail Postal Service in the coming days. Please see the attached payment options document for more instructions. Upon receipt of payment and other required documentation as noted below, your project will be scheduled and you will be notified of the scheduled date. If paying by check, please note the account number identified at the top of this letter on your check to ensure accurate and timely payment processing.

Below is a list of additional documentation that you will need to review, sign, and return to the Xcel Energy Designer by email or U.S. Postal Service to their address listed at the bottom of the letter. Please retain a copy of all documentation for your records.

- **Documents to be returned to Xcel Energy:**
 - UG service form 17-2759
- **Additional enclosures:**
 - Payment Options

If you have any questions about the enclosures or about your specific job, please contact **Timothy Johnson** at **952-470-3306** and reference your account number and/or job number above.

We look forward to being your energy provider.

Sincerely,
Timothy Johnson
CONTRACTOR*STAFF AUGMENTATION
5505 COUNTY ROAD 19
SHOREWOOD, MN 55331
Xcel Energy
Timothy.J.Johnson@xcelenergy.com

Customer Payment Options

Xcel Energy offers seven payment options to pay for your construction project. Please select the payment options that work best for you.

Payment options listed in order of quickest processing

MyAccount/eBill™

Register at xcelenergy.com to make a payment from your checking account. You can also enroll in eBill and an email will let you know your bill is ready to view at the MyAccount site in place of receiving a mailed paper bill statement. MyAccount also provides a convenient list of your bill statement and payment history and retains your banking information for future use. Each additional account number will have to be added to your list of managed accounts within MyAccount.

Pay by Phone

Make payment from your checking or savings account at no charge by using our automated phone system. Please call us at 800.895.4999.

Credit/Debit Card Payment (Not available in TX)

To pay by phone, call our payment processing partner, BillMatrix, at 888.747.1523.
To pay online, visit xcelenergy.com and click on the link to BillMatrix.

Please note the current fees along with payment information:

- *Personal credit card = There is a \$2.90 per transaction charge. Payments accepted for up to \$1,000 in one transaction for personal credit card.*
- *Commercial credit card = There is a \$29.95 per transaction charge. Payments accepted for up to \$75,000 - with the corresponding fees in \$3,000 increments. (i.e. 25 \$3,000 payments @ \$29.95 = \$748.75 fee)*

All credit card types allow a maximum 25 credit/debit card payments in a 30 consecutive day period, per Xcel Energy account, per credit/debit card.

Overnight Payment Delivery Options

Send your payment and remittance stub including **account number (written on the memo line of your check)** via FedEx, UPS or USPS overnight delivery to:

Xcel Energy Attn: Remittance Processing
414 Nicollet Mall, 3rd Floor
Minneapolis, MN 55401-1993
Overnight delivery contact phone number: 612.330.5593.

The following alternate zip-codes are also valid:
Minneapolis, MN 55401-1927
Minneapolis, MN 55401-4993

In-Person Pay Stations

Pay in-person at a location near you by visiting xcelenergy.com for pay station locations. **Please include the account number on the memo line of your check.**

Please note: A \$1.50 transaction fee applies.

Pay by U.S Postal Service

When sending payment by U.S. mail, **please include the account number on the memo line of your check.** Do not combine this payment with any other Xcel Energy bill payments. Mail check payments to:

Xcel Energy
P.O. Box 9477
Minneapolis, MN 55484-9477

Electronic Funds Transfer (EFT) (Only available to business)

The Electronic Funds Transfer (EFT) payment process allows business customers to pay via Corporate Trade Exchange (CTX) formatted Automated Clearing House (ACH) (also referred to as EDI-820), the ability to electronically remit payment. The payments to Xcel Energy's bank accounts are initiated by the customer through a series of steps linked to the billing system. The CTX addenda records included with the funds transfer allow the posting of the payments to occur electronically to the account numbers provided by the customer. To obtain Xcel Energy's EFT bank account numbers and to provide transfer confirmation, please email CustReceive@xcelenergy.com.

Helpful hints to ensure accurate and timely processing of your payment:

- For all payment options, please have your account number available and note on any payment documentation.
- The hard copy invoice will be sent to you via U.S mail in the coming days. If you would like an electronic copy of our invoice prior to receiving the hard copy, please contact your Designer who is identified in the attached letter.
- In order to apply payment to the correct account and avoid unnecessary delays, please make separate payments for each individual project or invoice.
- Please note that depending on payment selection, it may take up to a few days to process your payment.



UNDERGROUND SERVICE FORM

In consideration of Northern States Power Company, a Minnesota corporation ("Xcel Energy") hereinafter called "Xcel Energy", extending its facilities to make _____ volt, _____ phase, _____ wire underground service available to (Customer) _____ Minnehaha Creek Watershed District at (Service Address) _____ 6920 Springview Rd. _____ (City) _____ Waconia, MN 55387 the sum of _____ fifteen thousand eight hundred and twenty dollars and fifty five cents _____ Dollars (\$ _____ 15,820.55 _____) will be paid to Xcel Energy by (if other than above) _____ Minnehaha Creek Watershed District Address (if other than above) _____ 15320 Minnetonka Blvd. _____ City/State/Zip _____ Minnetonka, MN 55345 In accordance with the following terms:

Receipt of the above amount hereby acknowledged on behalf of Xcel Energy by _____ Timothy Johnson _____

1. The Customer hereby grants Xcel Energy the right, privilege and easement to install, operate and maintain its underground facilities on the property as described above and/or the approximate location as shown on the attached "Exhibit A".
2. The Customer also agrees that, prior to Xcel Energy starting work, Customer shall ensure that (a) the route of Xcel Energy's underground installation shall be accessible to Xcel Energy's equipment; (b) all obstructions shall be removed from such route at no cost or expense to Xcel Energy; (c) all privately-owned underground facilities such as sewer, water, sprinkler systems, invisible fences, or gas, electric or communication lines are marked or exposed; (d) ground elevation along the route shall not be above or more than four (4) inches below the finished grade; and (e) the area under the transformer pad shall be compacted to at least 2000 lbs./sq. ft.
3. _____ Minnehaha Creek Watershed District _____ agrees to pay all additional costs incurred by Xcel Energy because of (a) surface or subsurface conditions that impair the installation of underground facilities, such as rock formations, etc., and (b) sidewalks, curbing, black top, paving, sod or other landscaping and obstructions along the cable route. Xcel Energy will backfill trench with existing soil. Restoration of construction area on Customer property is the responsibility of the Customer.
4. Xcel Energy is not responsible for any Customer-owned underground facilities not marked or exposed at the time service is installed.
5. The underground installation may be subject to a winter construction charge if construction occurs between October 1 and April 15. _____ Minnehaha Creek Watershed District _____ agrees to pay this charge if Xcel Energy determines winter conditions, as defined in the General Rules and Regulations of Xcel Energy's Electric Rate Book as they exist at the time the underground facilities are installed. Xcel Energy will waive the winter construction charge if prior to October 1st the Customer is ready to accept electrical service, has executed this form and has notified Xcel Energy in writing that the requirements of Paragraph 2 hereof have been fulfilled.
6. The underground facilities installed by Xcel Energy, shall be the property of Xcel Energy and any payments made by the Customer, or their Customer's contractor, shall not entitle the Customer to any ownership interest or rights therein.
7. The Customer agrees to pay the cost of installing or relocating any portion of said underground facilities from the Company's designated location, if relocation is made to accommodate the customer's needs, or necessary because of Customer alterations to the grade, additions to structures, installation of patios, decks or gardens or any other surface or subsurface condition that makes maintenance of Xcel Energy's facilities impractical.
8. Customer must provide, at minimum, the following clearance around the transformer: front, 10 feet; sides and back, 2 feet. EXCEPTION: side facing building must have 30" clearance. These clearances must be at the same grade as the transformers. If screening is to be used, the area in front of the transformer must be left open or a hinged door, easily operable by one person, must be provided. The area must be accessible 24 hours a day.



\$ <u>15820.55</u> Excess U.G. Distribution Lateral (Primary Cable)	\$ <u>0.00</u> Winter Const. Charge (See Paragraph 5)
\$ <u>0.00</u> Excess U.G. Service Lateral	\$ <u>0.00</u> Specific Service Location or Route
\$ <u>0.00</u> U.G. Service Lateral (Secondary Service From Utility Pole)	\$ <u>0.00</u> Replace Overhead Line with Underground
\$ <u>0.00</u> U.R.D. Install Including UG Service Lateral	\$ <u>0.00</u> Temporary Service KVA
\$ <u>0.00</u> U.G. Distribution Lateral (Primary Cable)	\$ <u>0.00</u> Other (Explain)
Trench Ft. _____	\$ <u>15820.55</u> TOTAL <u>15,820.55</u>

**Customer agrees to pay monthly Residential Service Underground rate of the type of installation indicated by a double asterisk.

Applicable

Not Applicable

Dated this 9/6/2019 day of _____, _____ Dated this _____ day of _____, _____

Customer Minnesota watershed district Contractor _____
 Print Full Name Signature Print Full Name Signature

Customer Rep Timothy Johnson Contractor Rep _____
 Print Full Name Signature Print Full Name Signature

Xcel Energy Rep Timothy Johnson Xcel Energy Work Order # 11323807
 Print Full Name Signature

Construction \$ 15,820.55 Removal \$ _____ = Total \$ 15,820.55