



## BURLEIGH COUNTY WATER RESOURCE DISTRICT AGENDA

Wednesday, February 1, 2017

City County Building – Tom Baker Meeting Room

8:00 a.m. - Call to Order

1. Roll Call (Reep, Larson, Detwiller, Beck, Trygg)
2. Approval of 1-11-17 Minutes..... 3-7
3. Portfolios for 2017 ..... 8-9
4. McDowell Dam
  - Water Permit Application (Pending)
  - McDowell Property negotiations (On-hold – Trygg, Larson)
  - Strategic Plan Update – On hold pending appraisal (Trygg)
  - Breach Overlay District
    - Memorandum on options (Pending)
5. Comments from Members of the Public
6. Financial Reports
  - End of January..... 10-11
  - Audit Engagement Letter (signed) scheduled for March 20-21<sup>st</sup> ..... 12-17
7. Approval of Bills \$38,089.11.....18
8. Drainage Permits/Complaints/Issues
  - Hay Creek Pines – Roadway and Groundwater Issues – Preliminary Engineering Report
  - Resolution #1 – Hay Creek Pines Groundwater Removal Project (signed copy)..... 19-20
9. Projects
  - Missouri River Correctional Center Flood Control Project
    - Larson –Quick Take Process (Bliss)
    - Construction Update (On Hold)
    - **Motion to approve transfer of monies from MRCC reserve account to pay bills**
  - Hay Creek
    - Hay Creek Watershed Meeting (Pending)
    - Revised costs to Bismarck Parks & Rec and City of Bismarck
    - SWC Denial Letter (1-19-17).....21
  - Fox Island Status (Michael)
    - USACE Section 408 consultation meeting with State Engineer requested
    - Burleigh County Revetment Easements
    - Wetland Evaluation Report
    - Plan and Profile designs underway (Michael)
    - Consultation with County Engineer on Design Standards
    - Site Survey and Utilities
    - Fox Island Homeowners Association Meeting – January 31<sup>st</sup>
10. Storm Water Management – Bismarck City Engineer (Rick and Greg) – Pending
  - Letter requesting access to SWMP .....22
  - Link to SWMP .....23
11. Break
- Other Old Business
  - Policy Manual – Preliminary Draft Update (Michael, Dave, Mona) (Distributed)
  - Missouri River Setback Resolution - Burleigh County (Rick) Typical Sections to County Planning

• Missouri River Setback Resolution - City of Bismarck Planning Commission – Resigned and Dated	
• Mitchell Lake Culvert – Memorandum and Recommendation on hold until Spring (Michael)	
• Double Ditch letter sent with comments to SWC and USACE .....	24-25
• SWC Funding allocation list – close out projects	
• Apple Creek Industrial Park Evaluation – Cost Update	
12. New Business	
• <b>I-pad purchase (issues with old ones returned)</b>	
• SB2263 – Drain Tile Legislation	
• Legislative Update	
• Country Creek 3 <sup>rd</sup> Snow concern	
13. Correspondence or Document Information	
• ND Water Development Report (one copy, I will bring to meeting).....	26
• NDIRF Conferment of Benefits letter 1-16-17 .....	27
• Plats & SWMP – Emailed – will be brought to meeting due to size of some (Comments on Plats)	
○ South Meadows Addition First Replat .....	28-30
14. Detailed Bills.....	31
15. Next Meeting: March 8 <sup>th</sup> , 2017	
16. Adjourn	

**Note: Bold Items Require Board Action**

BCWRD Meeting Minutes  
January 11, 2017 – City County Building  
Draft – not approved yet

Agenda Items	Discussion	Board Action	Responsible Party	Due Date
<p><b>Present:</b> Dennis Reep, Greg Larson, Rick Detwiller, Rod Beck, John Trygg, Commissioner Kathleen Jones, Burleigh County Commissioner; Dave Bliss, Bliss Law Firm, LLC (via phone); Michael Gunsch, Houston Engineering, Inc.; and Mona Livdahl, Personalized Management Services.</p> <p>Chairman Reep called the meeting to order at 8 a.m. noting a quorum was present, Attorney Bliss was present via phone.</p>				
<b>Welcome &amp; Introduction of new board member</b>	Chairman welcomed and introduced John Trygg, BCWRD's new board member.			
<b>Approval of 12-22-16 Minutes:</b>		Larson moved to approve the 12-22-16 minutes, Beck seconded. Motion Carried.		
<b>Reorganization of Board Chairman</b>		Beck nominated Greg Larson, Detwiller seconded. Hearing no other nominees, nominations ceased. Motion Carried. Chairman Larson took over the meeting.		
<b>Vice Chairman:</b>		Detwiller moved to nominate Reep, Beck seconded. Hearing no other nominees, nominations ceased. Motion Carried.		
<b>Secretary/Treasurer</b>		Reep nominated Detwiller for Secretary/Treasurer, Beck seconded. Hearing no other nominees, nominations ceased. Motion Carried.		
<b>Reappointment of Administrative Secretary, Engineer &amp; Legal Counsel:</b>		Reep moved to reappoint Mona Livdahl, Personalized Management Services, Inc. as Admin. Secretary; Dave Bliss, Bliss Law Firm, LLC as Attorney and Michael Gunsch, Houston Engineering Inc as Engineer. Detwiller seconded. Motion carried.		
<b>Review and appoint 2017 Portfolios:</b>	Discussed adding additional members to the Landowner complaints portfolio. Noted that if 3 or more meet, we need to notice it as a meeting.	Consensus to have the lead delegate to the alternative portfolio holders on landowner complaints. Portfolios were completed and will be on the website.		

Agenda Items	Discussion	Board Action	Responsible Party	Due Date
2017 Schedule	Mona will send out a doodle poll for the February meeting.			
McDowell Dam				
Water Permit Application	The permit has been forwarded up for review. Still haven't heard anything.			
Land purchase:	On hold until after portfolios are assigned.	Eng. Gunsch will contact Mr. Aberle and set up the meeting including Mr. Bachmeier and Manager Trygg and Chairman Larson.	Trygg, Gunsch, Larson	
Reservoir Water Study	Reep noted that this is for McDowell Dam and it was filled out and sent in.			
Strategic Plan:	On hold.			
Breach Overlay:				
Financial Reports				
End of December:	Reviewed, no action needed. Mona noted that the audit is being scheduled for March 20-21 tentatively.			
Bills:	Reviewed the bills of \$60,770.97.	Mgr. Detwiler moved to approve the bills in the amount of \$60,770.97. Reep seconded. Motion Carried.		
Drainage Permits & Complaints				
Hay Creek Pines:	Eng. Gunsch reviewed the Resolution to created the project.	Beck moved to approve Resolution 1 for Hay Creek Pines and to move forward. Reep seconded. A roll call vote was taken. Motion carried unanimously.	Gunsch	
Projects				
MRCC:				
Quick Take Process:	Attorney Bliss noted he emailed Mr. Brown and we are waiting on the appraisal from Mr. Ibach. Once we receive that we can set the court date.	Reep questioned board participation, Bliss felt that the appraiser and chairman of the BCWRD board would be sufficient.		
Resolution for Expenditures:	Signed – informational only.			
Construction update:	On hold.			
Hay Creek	On hold until we appointed the new portfolio holders. Gunsch will finish the summary and meet with the portfolio holders to update.		Gunsch, Beck, Detwiler	

Agenda Items	Discussion	Board Action	Responsible Party	Due Date
<b>Bismarck Parks and Rec check:</b>	Payment was received for Bismarck Parks and Rec portion.			
<b>SWMP</b>	No action taken.	January 10 <sup>th</sup> is the date for the County Commission to approve the SWMP.		
<b>Fox Island:</b>				
<b>Protest Hearing and follow up actions:</b>	The protest hearing was held, Govig was removed from the project.			
<b>Resolution:</b>	The resolution for expenditures was signed – informational only.			
<b>Old Business</b>				
<b>Policy Manual</b>	The first draft was emailed to board members.	Chairman Larson noted we will focus on completing this.	BCWRD board	
<b>Missouri River Setback (County)</b>	Noted this won't be out until February or March.		Detwiller, Larson, Gunsch	
<b>Missouri River Setback (City)</b>			Detwiller, Larson, Gunsch	
<b>Mitchell Lake</b>	Eng. Gunsch reviewed and noted this is a restoration of a culvert. Gunsch spoke to Marcus Hall, Engineer and they don't have the time to do this. Discussed getting bids from a contractor to complete the project.	<b>Tabled until Spring until someone can go up and look at it.</b>		Spring
<b>New Business</b>				
<b>SWMP Review</b>	Reep noted that in discussion with the City of Bismarck and Burleigh Highway Department, they are the ones that currently do the reviews. Discussed sending a letter requesting that the BCWRD board also share in the reviews.	<b>Consensus to have Reep draft a letter requesting a review of SWMP.</b>	Reep	February
<b>SWC Funding Allocation List:</b>	Eng. Gunsch reviewed the list of projects pending with the SWC. Hogue Island, Burnt Creek Flood Control Project and Apple Creek Industrial Project.	<b>Reep moved to allow Houston to move forward with closing out the Hogue Island Project and Burnt Creek Flood Control Project and sending a letter to the Apple Creek Industrial Park landowners giving them 120 days to come up with a bond or we release this project. Beck seconded. Motion carried.</b>	Gunsch	February
<b>Check signing:</b>		<b>Trygg moved to appoint Mona Livdahl, Rick Detwiller and Dennis Reep as check signors for</b>	Mona, Dennis, Rick	February

Agenda Items	Discussion	Board Action	Responsible Party	Due Date
		the BCWRD bank account. Beck seconded. Motion carried.		
<b>Correspondence or Document Information</b>				
<b>Double Ditch:</b>	Eng. Gunsch reviewed the technical portion. Reep felt that the BCWRD board should voice concerns of this as we represent the Burleigh County residents.	Consensus to have Gunsch draft comments for the Burleigh County side, Eng. Gunsch will forward the comments to Chairman Larson and Mgr. Reep.		
<b>Washington Street</b>	Noted this is within the Master Plan – no comments needed, informational only.			
<b>Other:</b>	Commissioner Jones suggested Mona make business cards for the board members. Noted about 50 each.	Consensus to proceed with 50 cards for each board member.	Mona	
<b>Next Meeting:</b>	February – date to be determined.			

Meeting adjourned at 9:30 p.m.

*Mona Livdahl*

Mona Livdahl, BCWRD Admin. Secretary

Date: 10.11.17

PLEASE PRINT

[illegible]



# Burleigh County Water Resource District

1811 E. Thayer Avenue  
Bismarck, North Dakota 58501

## BOARD REORGANIZATION JANUARY 11, 2017

The Burleigh County Water Resource District Board (Board) at their January 11, 2017 meeting has reorganized and elected new officers for 2017. The following is a summary of their address, year of appointment, term of office and position.

Greg Larson 2525 Larson Road Bismarck, ND 58504	(2015) 12-31-17 (701) 223-6654 glarson@century21morrison.com	Chairman (c) 400-7217
Dennis Reep 2213 East Ave F Bismarck, ND 58501	(2014) 12-31-19 (701) 235-7052 H (701) 557-9621 or (c) 595-2142 dennis.reep@hdrinc.com or reepdm@bis.midco.net	Vice Chairman
Rick Detwiller 1900 Harbor Drive Bismarck, ND 58504	(2015) 12-31-18 (701) 223-8782 rdetwiller1@gmail.com	Secretary/Treasurer (c) 226-3820
Rodney Beck 1983 Billings Drive Bismarck, ND 58504	(2016) 12-31-18 (c) 220-5313 rrbeck54@bis.midco.net	Manager
John Trygg 18000 197 <sup>th</sup> St SE Baldwin, ND 58521	(2016) 12-31-19 (701) 673-3339 jrtrygg@hotmail.com	Manager (c) 226-6166
Mona Livdahl, Secretary Personalized Management Services, Inc. 1811 East Thayer Avenue, Bismarck ND 58501		701-222-3499 Cell: 701-471-3418 mona@midco.net
David R. Bliss, Attorney Bliss Law Firm, LLC PO Box 4126, Bismarck ND 58502-4126		(701) 223-5769 dbliss@blisslaw.com
Michael Gunsch, PE Houston Engineering, Inc. 3712 Lockport Street, Bismarck ND 58503		Office: (701) 323-0200 Cell: (701) 527-2134 mgunsch@houstoneng.com

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Current Board Members:

Greg Larson, Chairman, Bismarck 400-7217    Dennis Reep, Vice Chairman, Bismarck 223-7052    Rick Detwiller, Secretary/Treasurer, Bismarck 223-8782    John Trygg, Baldwin 226-6166    Rodney Beck, Bismarck 220-5313



January 11, 2017

The Board has directed its' Treasurer, to work through the Burleigh County Auditor's Office to provide a monthly income/expense reports or a general statement of finances to the Board. The Burleigh County Auditor's office is hereby authorized by this document to act at the direction of and on behalf of its' Treasurer to exercise such duties related to tax collections, payments, fund transfers and/or payments authorized by the Board.

Chairman Larson after consulting with members of the Board and based on past experience appointed the following portfolio leads and alternates to the noted project portfolios. Alternates are available to assist and/or complete assignments, in the absence of the lead, as directed by the Board.

Hay Creek Watershed/Greenway	-	Rod Beck, Lead - Rick Detwiller, Alternate
Burnt Creek Watershed/Floodway		Dennis Reep, Lead - Rick Detwiller, Alternate
McDowell Dam Recreation Area	-	John Trygg, Lead - Rick Detwiller, Alternate
Missouri River Issues		Rick Detwiller, Lead - Rod Beck, Alternate
Apple Creek Watershed		Rick Detwiller, Lead – John Trygg, Alternate
Landowner Complaints		Rod Beck, Lead - Dennis Reep, Alternate John Trygg, Alternate; Rick Detwiller, Alternate
Missouri River Joint WRB		Greg Larson, Lead - Dennis Reep, Alternate
Dakota Prairie, RC&D		Rod Beck, Lead - Greg Larson, Alternate
Burleigh County Soil Conservation District		John Trygg, Lead - Dennis Reep, Alternate
State Water Commission Liaison		Dennis Reep, Lead - Rod Beck, Alternate
MPO (Bis-Man Metropolitan Planning)		Dennis Reep, Lead, Rod Beck Alternate
Apple Creek Industrial Park		Greg Larson, Lead
Fox Island Projects		Greg Larson, Lead – Rick Detwiller, Alternate
Missouri River Correctional Center		Greg Larson, Lead – Dennis Reep, Alternate
Sibley Island Flood Control		Rod Beck, Lead
ND Water Users		Dennis Reep, Lead – Rod Beck, Alternate
ND Water Resource Board of Directors		Dennis Reep, Lead
ND Irrigation		John Trygg, Lead – Rod Beck, Alternate
Ward/Ash Coulee		Rick Detwiller, Lead – Greg Larson, Alternate

The Board reserves the authority to revise these appointments as needed to complete its statutory and contractual duties and obligations.



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Gregory Larson, Chairman  
Burleigh County Water Resource District

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# Burleigh County Water Resource District (BCWRD) Profit & Loss Budget vs. Actual

	January 2017		
	Jan 17	Budget	\$ Over Budget
<b>Income</b>			
31110 · Real Estate Tax	147,570.16	709,500.00	-561,929.84
31810 · In Lieu of Tax	0.00	5,000.00	-5,000.00
33610 · State Aid Distribution	0.00	50,000.00	-50,000.00
33620 · Homestead Credit	0.00	4,000.00	-4,000.00
33810 · Reimbursements			
33810-G · Burnt Creek	16,418.95		
33810-J · Hay Creek	21,919.57		
Total 33810 · Reimbursements	38,338.52		
36110 · Interest	0.00	100.00	-100.00
36210 · McDowell Dam Recreation Income	0.00	8,000.00	-8,000.00
36215 · McDowell Dam Land Lease	0.00	2,800.00	-2,800.00
36910 · Misc Revenue	0.00	1,500.00	-1,500.00
<b>Total Income</b>	<b>185,908.68</b>	<b>780,900.00</b>	<b>-594,991.32</b>
<b>Gross Profit</b>	<b>185,908.68</b>	<b>780,900.00</b>	<b>-594,991.32</b>
<b>Expense</b>			
111 · Payroll Expenses	4,183.80	30,000.00	-25,816.20
111A · Payroll Taxes	0.00	3,000.00	-3,000.00
112 · Management Services			
113 · Accounting Services	350.00	3,000.00	-2,650.00
112 · Management Services - Other	1,450.00	18,000.00	-16,550.00
Total 112 · Management Services	1,800.00	21,000.00	-19,200.00
114 · Audit	0.00	6,000.00	-6,000.00
312 · Legal Fees	0.00	18,000.00	-18,000.00
315 · Engineering Administration	1,000.00	18,000.00	-17,000.00
328 · Liability Insurance	0.00	2,700.00	-2,700.00
335 · Building Rent	0.00	2,000.00	-2,000.00
341 · Travel	0.00	1,600.00	-1,600.00
376 · Dues & Publications	0.00	4,000.00	-4,000.00
411 · Office Supplies	111.81	2,500.00	-2,388.19
904 · McDowell Dam			
904-B · McDowell Dam (Buffer Zone)	0.00	80,000.00	-80,000.00
904 · McDowell Dam - Other	0.00	234,375.00	-234,375.00
Total 904 · McDowell Dam	0.00	314,375.00	-314,375.00
905 · McDowell Dam-Capital Improvemen	0.00	10,000.00	-10,000.00
910 · Projects			
910H · Fox Island			
910H-1 · Engineering Costs	35,150.45		
910H · Fox Island - Other	25.00		
Total 910H · Fox Island	35,175.45		
910K · Apple Creek	0.00	6,500.00	-6,500.00
910L · Hay Creek	12.50	188,025.00	-188,012.50
910M · Neideffer Dam	0.00	5,000.00	-5,000.00
Total 910 · Projects	35,187.95	199,525.00	-164,337.05
911 · Misc	0.00	2,500.00	-2,500.00

# Burleigh County Water Resource District (BCWRD)

## Profit & Loss Budget vs. Actual

	January 2017		
	Jan 17	Budget	\$ Over Budget
920 · Continuing Education	0.00	2,500.00	-2,500.00
932 · City/County Watershed Planning	0.00	20,000.00	-20,000.00
933 · Missouri River General Services	0.00	25,000.00	-25,000.00
940 · Operations & Maintenances			
940A · Burnt Creek Watershed	0.00	5,000.00	-5,000.00
Total 940 · Operations & Maintenances	0.00	5,000.00	-5,000.00
941 · Stream Gages	0.00	3,200.00	-3,200.00
960 · Drainage Complaints	0.00	70,000.00	-70,000.00
970 · Storm Water Management Plans	0.00	20,000.00	-20,000.00
Total Expense	42,283.56	780,900.00	-738,616.44
Net Income	143,625.12	0.00	143,625.12

	Jan 28, 17
<b>ASSETS</b>	
<b>Current Assets</b>	
American Bank Center Checking	564,248.74
Designated Reserve Funds	
Aero Club Rent	13.00
Apple Valley	19,000.00
Apple Valley Spec. Assessment	12,626.81
Brookfield Estates	2,377.34
Burnt Creek	115,000.00
Emergency Fund	95,037.13
Hogue Island	104,906.33
McDowell Rent	10,609.00
Designated Reserve Funds - Other	100.30
Total Designated Reserve Funds	359,669.91
Fox Island Flood Control	2,791,699.22
MRCC Money Market	1,075,372.56
Total Current Assets	4,790,990.43

<b>LIABILITIES &amp; EQUITY</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 · Accounts Payable	38,089.11
Total Accounts Payable	38,089.11
Other Current Liabilities	
24000 · Payroll Liabilities	698.32
Total Other Current Liabilities	698.32
Total Current Liabilities	38,787.43
<b>Long Term Liabilities</b>	
232 · Rehab Apple Valley Waste Water	200,000.00
232a · Apple Valley Waste Water	3,000.00
237 · Burnt Creek Floodway	355,000.00
Total Long Term Liabilities	558,000.00
Total Liabilities	596,787.43

*Enville 1/24/17*

STATE AUDITOR  
Joshua C. Gallion



Phone (701)239-7250  
Fax (701)239-7251

STATE OF NORTH DAKOTA  
**OFFICE OF THE STATE AUDITOR**  
FARGO BRANCH OFFICE  
1655 43<sup>rd</sup> STREET SOUTH, SUITE 203  
FARGO, NORTH DAKOTA 58103

January 23, 2017

Board of Managers  
Burleigh County Water Resource District  
221 N. 5<sup>th</sup> St.  
Bismarck, ND 58505

To Whom It May Concern:

We are pleased to confirm our understanding of the services we are to provide for Burleigh County Water Resource District (a component unit of Burleigh County) for the year ended December 31, 2016. We will audit the financial statements of the governmental activities, the major (general) fund, and the notes to the financial statements that collectively comprise the basic financial statements of Burleigh County Water Resource District as of and for the year ended December 31, 2016.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Burleigh County Water Resource District's basic financial statements. Such information, although not part of the basic financial statements, is required by the Government Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Burleigh County Water Resource District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtain during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis (if prepared)
- Budgetary Comparison Schedule (general fund)
- Notes to the required supplementary information including budgetary notes

We have also been engaged to report on supplementary information other than RSI that accompanies Burleigh County Water Resource District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- Schedule of Expenditures of Federal Awards (if Federal expenditures exceed \$750,000)

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## Audit Objectives

The objective of our audit is the expression of an opinion as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to above when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of the management, water resource board, others within the district, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Burleigh County Water Resource District and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unmodified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Our audit will be conducted in accordance with generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinion is other than unmodified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinion(s), we may decline to express opinions or to issue a report as a result of this engagement.

## Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying governmental award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of the Uniform Guidance. As part of the audit, we will assist with preparation of your government-wide financial statements, schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have reviewed and provided the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management, with oversight of those charged with governance, is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, and the major fund of the Burleigh County Water Resource District and the respective changes in financial position in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. We further understand that we will have full and complete access to all people, records and facilities in accordance with sections 54-10-19 and 54-10-22 of the North Dakota Century Code. Since most of our audit documentation becomes public information, you are also responsible for notifying us of any confidential information you provide us so that we can properly safeguard such confidential information.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include any audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) that you believe the supplementation information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management, with oversight of those charged with governance, is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants.

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that we have reported on the schedule of expenditure of federal awards. You agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (a) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (b) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (c) that the methods of measurement or presentation have not changed from those used in prior period (or, if they have changed the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management, with oversight of those charged with governance, is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements of studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions.

Professional standards require us to be independent with respect to the Burleigh County Water Resource District in the performance of our services. Any discussions that you have with personnel of our office regarding employment could pose a threat to our independence. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

## **Audit Procedures-General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that a material misstatement may exist and not be detected by us even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws, or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

## **Audit Procedure-Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from non-compliance, and other matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

## **Audit Procedure-Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Burleigh County Water Resource District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Burleigh County Water Resource District's major programs. The purpose of these procedures will be to express an opinion on Burleigh County Water Resource District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Audit Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request, as well as prepare any supporting schedules requested and will locate any invoices selected by us for testing.

GAAS require that we communicate certain additional matters related to the conduct of our audit to those charged with governance. Such matters include (1) our responsibilities under auditing standards generally accepted in the United States of America; (2) an overview of the planned scope and timing of the audit; (3) significant findings from the audit, including, among others: (a) the initial selection of and changes in significant accounting policies and their application; (b) the process used by management in formulating particularly sensitive accounting estimates and the basis for our conclusions regarding the reasonableness of those estimates; (c) significant difficulties that we encountered in dealing with management related to the performance of the audit; (d) audit adjustments that could, in our judgment, either individually or in the aggregate, have a significant effect on your financial reporting process and uncorrected misstatements of the financial statements that were determined by management to be immaterial, both individually and in the aggregate, to the financial statements taken as a whole; (e) any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in the aggregate could be significant to the financial statements or our report; (f) management representations; (g) our views about matters that were the subject of management's consultation with other accountants about auditing and accounting matters; (h) major issues that were discussed with management in connection with the retention of our services, including, among other matters, any discussions regarding the application of accounting principles and auditing standards, and if applicable, events or conditions indicating there could be a substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time; and (4) other matters as considered necessary or required to be communicated under professional standards.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

At the conclusion of the engagement, we will complete the appropriate sections of and electronically sign the Data Collection Form that summarizes our audit findings. We will provide copies of our reports to the water resource board & management, however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, we will provide information to management as to where the reporting packages should be submitted and the number to submit.

The audit documentation for this engagement is the property of the Office of the State Auditor. Once an audit is complete most of our audit documentation is public information. This audit documentation is therefore subject to inspection in our office with prior authorization by the State Auditor, Director, or Audit Managers. Any confidential information or data in our work papers will be safeguarded from public disclosure. Management is responsible for informing us of any confidentiality provisions related to documentation provided to the State Auditor's Office.

The audit documentation for this engagement will be retained for a minimum of five years after the date the auditor's report is issued. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.



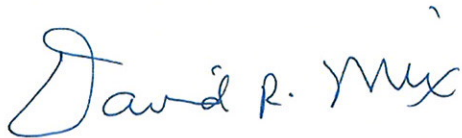
We expect to begin our audit on approximately March 20, 2017 and to issue our reports no later than May 31, 2017. David R. Mix, CPA will be the audit manager, and Alex Bakken is responsible for supervising the engagement in the field.

Our fee for these services will be at our standard hourly rates plus travel and other out-of-pocket costs. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report or any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Copies of our latest peer review reports may be found online at [http://www.nd.gov/auditor/reports/nsaa\\_14.pdf](http://www.nd.gov/auditor/reports/nsaa_14.pdf).

We appreciate the opportunity to be of service to Burleigh County Water Resource District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



David R. Mix, CPA  
Audit Manager, Local Government Division

RESPONSE:

This letter correctly sets forth the understanding of Burleigh County Water Resource District.

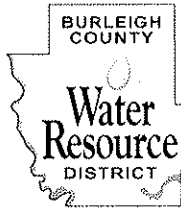
BY: Greg Larson

TITLE: Ed Chairman

DATE: 01/24/2017

BCWRD Invoices  
2-1-17

Name	Project	Invoice	Amount
Bismarck Parks and Rec			
Bliss Law Firm			
Houston Engineering	McDowell EAP		
Houston Engineering	General	33231	\$1,000.00
Houston Engineering	Fox Island Flood Control	32232	\$35,150.45
Houston Engineering	MRCC Work Order 18; SA 25		
Houston Engineering	Drainage Complaints		
Houston Engineering	Missouri River Bank Stabilization		
Personalized Management	Secretarial/Accounting/Supplies	5931	\$1,938.66
		<b>TOTAL:</b>	<b>\$38,089.11</b>



## ***Resolution No. 1***

### ***BURLEIGH COUNTY WATER RESOURCE DISTRICT BURLEIGH COUNTY, NORTH DAKOTA***

#### **RESOLUTION OF NECESSITY FOR HAY CREEK PINES GROUNDWATER REMOVAL PROJECT**

BE IT RESOLVED by the Water Resource Board of the Burleigh County Water Resource District, Burleigh County, North Dakota (the "Board"), as follows:

The Board recognized the necessity of developing a project that would facilitate the removal of excess groundwater that is adversely impacting the rural residential homes within the Hay Creek Pines Subdivision. Thirty-Five residents petitioned the Board to evaluate a project to lower groundwater levels, as well as to rehabilitate the deteriorated the roadway paving within the subdivision. Therefore, this Board, having examined the proposed Project and completing a feasibility evaluation, then presenting the findings to the residents at a public informational meeting, hereby declares that further proceedings are warranted to consider Project implementation, which has the following nature and purpose:

The proposed Hay Creek Pines Groundwater Removal and Paving Project would include the following:

A drain tile system that would extend from a point in a Hay Creek Tributary south of the Hay Creek Pines Subdivision then extending north along both Forest Drive and Oak Drive toward 97<sup>th</sup> Avenue. The roadway pavement rehabilitation would occur on both Forest Drive and Oak Drive.

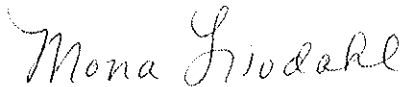
Michael H. Gunsch, PE, of Houston Engineering, Inc., Bismarck, North Dakota, is hereby designated as the registered professional engineer to assist the Board with the Project and is hereby directed to prepare a preliminary engineering report and plans for the proposed Project and opinions of probable costs, which shall include the

required right-of-way for the outfall and shall be in sufficient detail to allow the Board to determine the probable share of the total costs that will be assessed against each of the benefitted landowners within the proposed Project assessment district. The separation of the groundwater removal and paving project costs is anticipated to be distributed independently based on benefit.

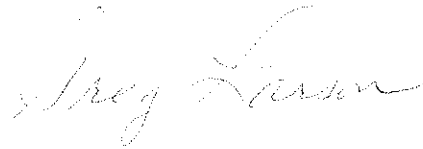
Adopted by Board the 11<sup>th</sup> day of January, 2017,

ATTEST:

BURLEIGH COUNTY WATER  
RESOURCE DISTRICT



Administrative Secretary



Chairman, Water Resource Board

The governing body of the political subdivision acted on the foregoing resolution on January 11, 2017, as follows:

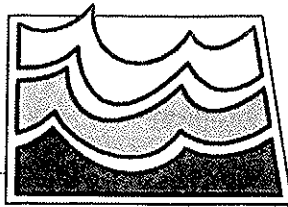
Adoption moved by Beck Seconded by Reep.

Roll Call Vote (List Last Names)

"Aye" Reep, Beck, Detwiller, Trygg, Larson

"Nay" N/A

Absent N/A



# North Dakota State Water Commission

900 EAST BOULEVARD AVENUE, DEPT 770 • BISMARCK, NORTH DAKOTA 58505-0850  
(701) 328-2750 • TTY 1-800-366-6888 or 711 • FAX (701) 328-3696 • <http://swc.nd.gov>

January 19, 2017

Mr. Randy Bina, Director  
Bismarck Parks and Recreation District  
4000 East Front Avenue  
Bismarck, ND 58504

RE: Hay Creek Bank Stabilization Cost Share Request

Dear Mr. Bina:

We have reviewed your request for State Water Commission cost share assistance for proposed bank stabilization work along Hay Creek as well as the supplemental information provided on November 4, 2016. The total estimated cost of this effort was originally \$302,393, and the request was for 50 percent cost share assistance on eligible items for a total of \$141,093. A revised cost estimate for a scaled down proposal was recently submitted detailing engineering and construction costs of \$160,834.

Our cost share policy provides that the State Water Commission may provide cost share assistance of up to 50 percent of eligible costs for bank stabilization projects located on public lands and protecting public facilities. In this case the primary public facility proposed to be protected by the project would be the pedestrian trail located upslope. Your letter of November 4, 2016 asserts that the golf course itself is also indirectly protected in the sense that any required relocation of the trail would adversely impact the course.

The geotechnical report provided with the submittal suggests stabilization along the bank may provide some future benefit in terms of preventing additional erosion which, if left unchecked, might one day result in further failure of the upper slide, however there does not appear to be any imminent threat to the trail resulting directly from erosion along Hay Creek. The direct and much more imminent threat to the trail system is the upper slide which is largely the result of additional loading resulting from the residential development and associated landscaping near the top of the slope.

As part of our review of this cost share submittal, we have inspected the site. Based on our assessment we cannot support state funding for the proposed bank stabilization. The larger upper slide is the direct threat to the trail system. If the upper slide is not mitigated, then the expenditure of public funds to simply stabilize the bank line would potentially be lost when that larger slope fails.

We appreciate the difficult situation this slope failure has created for both the private landowners and the City of Bismarck. However, for the reasons described above, we will not be forwarding your request to the State Water Commission for funding.

Sincerely,

Garland Erbele, P.E.,  
Chief Engineer and Secretary

GE:CO:ph/2082

cc: Michael Gunsch, Houston Engineering, Inc.

Marcus J. Hall, County Engineer  
Burleigh County Highway Department  
8100 43rd Ave NE  
Bismarck, ND 58503

Marcus:

At our January 11, 2017 meeting, the Burleigh County Water Resource District board discussed the review of Stormwater Management Plans (SWMPs) within Burleigh County. Your department reviews those that are submitted for locations within the extraterritorial area (ETA) as well as those outside the ETA in Burleigh County. Your efforts are appreciated by the board

As has been demonstrated in the past, the residential and commercial developments represented by these SWMPs sometimes result in issues to the residents of Burleigh County, and are thusly heard by our board. Information associated with the SWMPs and your reviews can often be helpful in resolving these issues.

For this reason, we request you provide courtesy copies of the SWMP reviews conducted by your department for our future reference. Thank you in advance for your cooperation. If you have any questions, please contact me or Dennis Reep of our board.

Greg Larson, Chairman  
Burleigh County WRD

CC: Casey Einrem, Senior Assistant County Engineer, Burleigh County Highway Department



## **Mona Livdahl**

---

**Subject:** FW: Etrakit log-in info

**om:** Hilary Balzum [mailto:[hbalzum@bismarcknd.gov](mailto:hbalzum@bismarcknd.gov)]

**Sent:** Monday, January 23, 2017 4:37 PM

**To:** Reep, Dennis <[Dennis.Reep@hdrinc.com](mailto:Dennis.Reep@hdrinc.com)>; Mona Livdahl <[mona@midco.net](mailto:mona@midco.net)>

**Subject:** Etrakit log-in info

Dennis and Mona:

To log into etrakit and begin using the system, go to <http://etrakit.bismarcknd.gov>

You will first have to change the dropdown at the top of this page from 'public' to 'registered contractor/developer/builder'. This will populate a second dropdown from which you can select Burleigh County Water Resource District. Your password is (are you ready?): password

You will be prompted to change this the first time you log in. If at any time you lose or forget your new password just let me know. I can see it on my side and get it you right away.

Plats in the ETA will show up on your dashboard once I have added you as a contact on them. You will then be able to see the attachments (pdf of the plat, stormwater plans, staff reports, etc), staff comments and all kinds of other fun stuff!

Since you are considered external reviewers, I would suggest logging into etrakit the week after our application deadlines (or as often as you wish) so you can see if anything has been assigned to you. Our application deadline schedule can be found here: <http://www.bismarcknd.gov/DocumentCenter/View/27330>

I also have it set up so that you will both receive notifications of when a plat in the ETA is changed to a project status of 'staff review complete'. This is how you will know Planning staff is done looking at it and has made their comments in preparation for the monthly plat review meeting.

If you have questions on ANYTHING please don't hesitate to contact me!

Hilary Balzum

Administrative Assistant

City of Bismarck – Community Development

221 N. 5<sup>th</sup> Street

PO Box 5503

Bismarck ND 58506-5503

Office: 701-355-1843

Fax 701-222-6450

Website: [www.bismarcknd.gov](http://www.bismarcknd.gov)

Facebook: [www.facebook.com/bismarcknd.gov](https://www.facebook.com/bismarcknd.gov) | Twitter: [www.twitter.com/BismarckNDGov](https://www.twitter.com/BismarckNDGov)

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# **Burleigh County Water Resource District**

**1811 East Thayer Avenue  
Bismarck, North Dakota 58501  
(701) 222-3499  
www.bcwrdd.org**

January 26, 2017

U.S. Army Corps of Engineers  
Attn: Patricia McQueary, Program Manager  
1513 South 12<sup>th</sup> Street  
Bismarck, ND 58504

Garland Eberle, PE  
North Dakota State Engineer  
900 East Boulevard Avenue, Dept. 770  
Bismarck, ND 58505-0850

Re: **Double Ditch Bank Stabilization, Burleigh County North Dakota**  
**Corps of Engineers Application No. NWO-2016-0543-BIS**  
**ND Sovereign Lands Application No. S-2018**

The Burleigh County Water Resource District has reviewed the technical information, provided by the North Dakota State Historical Society through their engineering consultant the Atwell Group. The submitted documentation unfortunately did not address many issues associated with this project. The following are some of the deficiencies identified:

1. The floodplain development application submitted to the Burleigh County Floodplain Coordinator misrepresented the project. This project was noted as not being in the floodway, which it is. In addition, the project was not represented as a "stream altering" project, which it is based on the stated purpose to move the river's thalweg. The State Historical Society should resubmit the form and provide a copy to the Burleigh County Water Resource District.
2. The technical information documents floodplain impacts will occur; however, no floodway analysis was completed to document that "no rise" will occur as required by FEMA under the National Flood Insurance Program. In addition, a Conditional Letter of Map Revision (CLOMR) must be completed prior to any work being done in the floodway. Subsequently, these applications should not be considered further until the "no rise" certification is provided.
3. The Atwell Group claims that the flow patterns that caused the situation at the Double Ditch site is related to changes associated with the relocating the river thalweg at the I-94 bridge back in the 1960s. They however, neglected to document that there have been numerous bank revetment projects installed by the USACE (Circa 1980's under Public Law 88-253 and the 1968 Flood Control Act) that have also likely influenced the river's thalweg. Based on a review of the river channel there is a specific concern that the redirected flows to the west could result in directing these waters into the mid-river sandbar, which is likely to redirect flows east toward the segmented revetment along Hogue Island impacts. These segment revetments were designed to protect against flows parallel to the bank line, and as experimental designs suffered significant damages during the 2011 event. The applicant should be required to provide assurance that the proposed project will not result in adverse impacts to existing federally constructed and private stabilization.

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**Current Board Members:**

Greg Larson, Chairman, Bismarck 400-7217   Dennis Reep, Vice Chairman, Bismarck 223-7052   Rick Detwiller, Secretary Treasurer, Bismarck 223-8782  
Rodney Beck, Bismarck 220-5313   John Trygg, Bismarck 226-6166

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**Double Ditch Bank Stabilization, Burleigh County North Dakota**

January 26, 2017

Page -2-

4. The Atwell Group reports document that a traditional bank stabilization alternative was considered and specifically noted the existing traditional bank stabilization projects were functional. However, they still recommend the Bendway Weir alternative as the best solution. Given the risk for and undocumented impacts we find the factual determinations lacking to support this claim.
5. The technical data focuses primarily on what are noted as the south and north failure area, but there is little discussion regarding the larger area to the north of these failures. We request data and documentation regarding the historical loss rates in this area to validate the need for protection using Bendway Weirs. The North Dakota State Water Commission has evaluated this area in several previously published reports and have not noted this area as one with a significant loss history. One of these North Dakota State Water Commission reports is entitled *Missouri River Bank Erosion Garrison Dam to Lake Oahe, Project No. 576. December 1997.*
6. The applicant was previously requested to provide information on how the upper elevation of the Bendway Weirs may affect recreational navigation related to the depth of water over them during various river flows. There was no response to this request.

Since the applicant continues to pursue the Bendway Weir alternative with inadequate documentation we request the applicant be required to address the noted deficiencies along with responding to those issues raised by the Morton County Water Resource District.

Given the information provided the Burleigh County Water Resource District is opposed to the approval of the permit, as presented.

Respectfully,

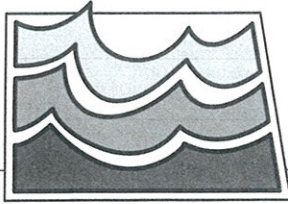


Greg Larson, Chairman  
Burleigh County Water Resource District

C: Fern Swenson, State Historical Society of North Dakota  
Kathleen Jones, Burleigh County Commission  
Ray Zeigler, Burleigh County Floodplain Coordinator  
Wade Bachmeier, Chairman Morton County Water Resource District  
Gerald Heiser, Sovereign Lands Coordinator, ND State Water Commission

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*Emailed 1/16/17*



# North Dakota State Water Commission

900 EAST BOULEVARD AVENUE, DEPT 770 • BISMARCK, NORTH DAKOTA 58505-0850  
(701) 328-2750 • TTY 1-800-366-6888 or 711 • FAX (701) 328-3696 • <http://swc.nd.gov>

January 12, 2017

Dear Partner In Water Management,

I am pleased to announce the completion of the 2017-2019 North Dakota Water Development Report, which serves as an update to the 2015 State Water Plan. This report was completed over the course of the last year in cooperation with water managers, project sponsors, and various stakeholders from across the state.

From a project development perspective, please note that the accounting of future projects (beginning on page 18) simply represents a list of needs as submitted by project sponsors. It does not guarantee, in any way, that all of the projects listed will receive funding. If your project was listed in the funding needs inventory, a portion of your project could be eligible for funding assistance. *However, you must still submit a formal request for cost-share assistance to the Water Commission when the project is ready to proceed.*

The 2017-2019 Water Development Report is also available in electronic format for download via the State Water Commission's website at [swc.nd.gov](http://swc.nd.gov). Additional paper copies are available upon request by calling (701) 328-4989 or email [damartin@nd.gov](mailto:damartin@nd.gov).

I would like to express my gratitude to all of the water project sponsors and stakeholders throughout the state who participated in this planning process. By providing information about your water projects to the Commission and/or participating in Commissioner-hosted basin meetings throughout the state, you helped to make the 2017-2019 planning effort a success. Thank you for your interest and continued commitment to the sound management and development of North Dakota's water resources.

Sincerely,

Garland Erbele, P.E.  
State Engineer  
Chief Engineer-Secretary

GE:PF:dm/322



NORTH DAKOTA INSURANCE  
RESERVE FUND

TO: NDIRF Member Finance Officers and Agents  
FROM: Steve Spilde, CEO   
DATE: January 16, 2017  
RE: NDIRF Conferment of Benefits

Greetings.

I am pleased to advise you, as I have been able to do for many years, that the NDIRF is in very strong financial condition. I regret to inform you, however, that financial results of 2016 were such that a conferment of benefits was not authorized under the NDIRF's operating policies.

NDIRF policy provides that a conferment of benefits may be paid to eligible members for any year in which year-end member's equity (surplus) exceeds a base line – for 2016, the base line is approximately \$21 million, which will not be reached.

Since 2009, the surplus level base line in the conferment of benefits formula has tracked the rate of annual NDIRF earned contributions. The change was made to account for increasing contributions due primarily to the effects on local government of the oil and ag booms in North Dakota and a corresponding likelihood of increased claim risk. It took a few years, but for 2015 and again in 2016, that possibility of increased claim risk has become a reality, at least for those years.

I expressed the opinion last year that 2015's large claim loss increase was likely an anomaly and that NDIRF would probably return to more normal loss levels in 2016. Through May of last year, that outlook was accurate but then, literally and figuratively, the weather changed. NDIRF members experienced hail claims last summer at nearly 1,000% above the trailing 10-year annual average. Claims of most other loss cause types we track also increased above 2015 (previous record high) levels, culminating in December with NDIRF's highest loss month ever due largely to numerous winter weather-related accidents and serious law enforcement-related claims.

The NDIRF board of directors and I wanted to make you aware of this information quickly, following year-end 2016, in the event any member needs to take this news into budgetary consideration.

Again, please be assured, **the conferment of benefits is a year-by-year membership opportunity related to good annual performance, or lack thereof. It does not reflect the NDIRF's overall financial condition, which is very strong.** Thank you for your understanding and membership in the NDIRF and please feel free to contact me if you have any questions.

*Protecting the Public Trust*



## *Community Development Department*

### **MEMORANDUM MINOR SUDIVISION FINAL PLAT SOUTH MEADOWS ADDITION FIRST REPLAT**

TO: Gabe Schell, City Engineer  
Will Hutchings, Planning  
Mike Dannenfelzer, Combined Communications  
Angie Moseman, Combined Communications  
Connie Kassian, CenturyLink  
Craig Lohstreter, MDU  
Connie Kassian, CenturyLink (digital)  
Corrine Jochim, County Auditor/Treasurer Office (digital)  
Brady Blaskowski, Building Inspections Division (digital)  
Michelle Klose, Public Works (digital)  
Jeff Heintz, Public Works (digital)  
Mike Berg, Capital Electric (digital)  
Bill Boyd, Midcontinent Communications (digital)  
Steve Nelson, ND Department of Transportation (digital)  
Mike Voigt, Rural Fire (digital)  
Wendy Berg, Parks and Recreation (digital)  
Darin Scherr, Bismarck Public Schools (digital)  
Michael Mittleider, BEK Communications (digital)  
Mona Livdahl, Burleigh County Water Resource District (digital)  
Al Wood, Western Area Power (digital)  
Kelly Leben, Burleigh County Sheriff's Department (digital)  
Dan Donlin, Police (digital)  
Ron Kunda, Fire Department (digital)

FROM: City Community Development Department ~ Planning Division

DATE: January 23, 2017

Attached please find a copy of the minor subdivision final plat titled South Meadows Addition First Replat, which has tentatively been scheduled for public hearing by the Bismarck Planning & Zoning Commission on Wednesday, February 22, 2017.

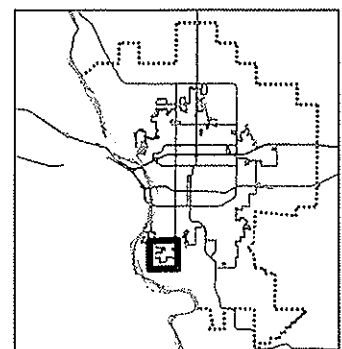
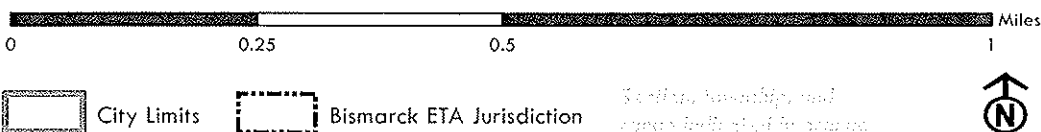
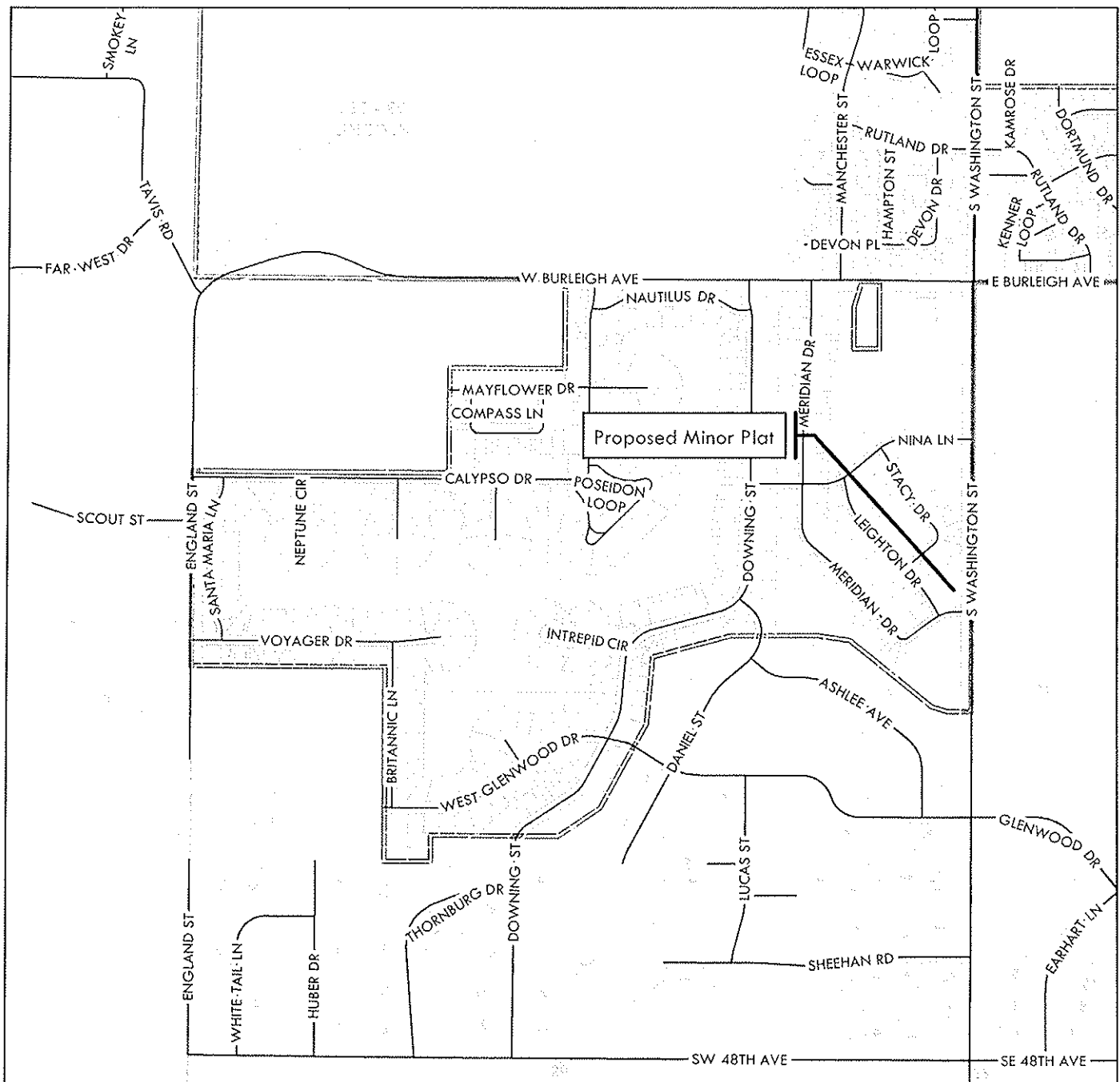
If you have any questions or need any additional information on this request, please contact Will Hutchings, the planner in our office assigned to this request, at 355-1850.

Attachment



# Bismarck South Meadows Addition First Replat

Project  
Location Map



City of Bismarck  
Community Development Department  
Planning Division  
January 20, 2017 (HLB)

*This map is for representational use only and does not represent a survey. No liability is assumed as to the accuracy of the data delineated hereon.*

# SOUTH MEADOWS ADDITION FIRST REPLAT

BEING A REPLAT OF LOT 22 BLOCK 3 SOUTH MEADOWS ADDITION  
AND PARTS OF SOUTH WASHINGTON STREET, MERIDIAN DRIVE, AND LEIGHTON DRIVE RIGHTS OF WAY

PART OF THE NE 1/4 OF SECTION 20, T 158 N., R 80 W.

BISMARCK, BURLEIGH COUNTY, NORTH DAKOTA

RECEIVED  
JAN 20 2017

**DESCRIPTION**  
BEING A REPLAT OF LOT 22 BLOCK 3 SOUTH MEADOWS ADDITION FIRST REPLAT, AND PARTS OF SOUTH WASHINGTON STREET, MERIDIAN DRIVE, AND LEIGHTON DRIVE RIGHTS OF WAY, PART OF THE NE 1/4 OF SECTION 16, TOWNSHIP 158 NORTH, RANGE 80 WEST, BURLEIGH COUNTY, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF LOT 14 BLOCK 3 SOUTH MEADOWS ADDITION, THENCE NORTH 80 DEGREES 14 MINUTES 30 SECONDS EAST, A DISTANCE OF 37.00 FEET TO THE EAST LINE OF SECTION 16, THENCE SOUTH 80 DEGREES 14 MINUTES 30 SECONDS WEST, ALONG SAID EAST LINE, A DISTANCE OF 14.00 FEET TO THE CENTERLINE OF MERIDIAN DRIVE RIGHT OF WAY, THENCE NORTH 80 DEGREES 14 MINUTES 30 SECONDS WEST, ALONG SAID CENTERLINE, A DISTANCE OF 113.00 FEET, THENCE SOUTHWESTERLY AND TO THE LEFT, CONTINUING ALONG SAID CENTERLINE, ON A 100.00 FOOT RADIUS CURVE, AN ARC LENGTH OF 117.00 FEET TO THE CENTERLINE OF LEIGHTON DRIVE RIGHT OF WAY, THENCE NORTH 80 DEGREES 14 MINUTES 30 SECONDS WEST, ALONG SAID CENTERLINE, A DISTANCE OF 23.00 FEET, THENCE NORTHEASTERLY AND TO THE LEFT, CONTINUING ALONG SAID CENTERLINE, ON A 100.00 FOOT RADIUS CURVE, AN ARC LENGTH OF 30.00 FEET TO THE SOUTHWESTERLY CORNER OF THE SOUTHEAST LINE OF LOT 22 BLOCK 3 SOUTH MEADOWS ADDITION, THENCE NORTH 80 DEGREES 14 MINUTES 30 SECONDS EAST, ALONG SAID SOUTHWESTERLY EXTENSION AND THE SOUTHWESTERLY LINE OF LOT 14-BLOCK 3 SOUTH MEADOWS ADDITION, A DISTANCE OF 30.00 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED TRACT CONTAINS 102,427 SQUARE FEET, MORE OR LESS.



SCALE: 1"=30'  
JANUARY 4, 2017

0 MONUMENT TO BE SET  
0 MONUMENT IN PLACE

AREA DATA	
ACRES	2.35
SQ. FT.	102,427

**NOTES**  
BASIS OF BEARINGS  
NORTH DAKOTA STATE PLANE SOUTH ZONE BY  
CITY ORDINANCE  
COORDINATE DATA  
NORTH DAKOTA STATE PLANE COORDINATE  
SYSTEM  
NAD 83 SOUTH ZONE  
ADJUSTMENT OF 1989  
UNITS ARE INTERNATIONAL FEET  
BEARINGS AND DISTANCES MAY VARY FROM  
PREVIOUS PLATS DUE TO DIFFERENT METHODS  
OF MEASUREMENTS  
LOT 7 IS NON-BUILDABLE NON-ACCESSIBLE  
AND IS OWNED & MAINTAINED BY THE NDA

## SURVEYOR'S CERTIFICATE

I, A REGISTERED LAND SURVEYOR IN THE STATE OF NORTH DAKOTA, HEREBY CERTIFY THAT THE ANNEXED PLAT IS A TRUE COPY OF THE NOTES OF A SURVEY PERFORMED UNDER MY SUPERVISION AND CONTROL ON 01/04/2017, THAT ALL INFORMATION SHOWN HEREON IS TRUE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT ALL MONUMENTS SHOWN ARE IN PLACE, AND THAT ALL DIMENSIONAL AND BEARING DETAILS ARE CORRECT.

STATE OF NORTH DAKOTA )  
COUNTY OF BURLEIGH )  
SWENSON, HAGEN & CO. P.C.  
BISMARCK, NORTH DAKOTA  
BROOK  
REGISTERED LAND SURVEYOR  
PLA. REGISTRATION NO. 00000

ON THIS 04 DAY OF JANUARY, 2017, BEFORE ME PERSONALLY APPEARED  
KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING SURVEYOR'S CERTIFICATE  
AND HE ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME.

HISTORY PUBLIC  
BURLEIGH COUNTY, NORTH DAKOTA  
MY COMMISSION EXPIRES

## APPROVAL OF CITY PLANNING COMMISSION

THE SUBDIVISION OF LAND AS SHOWN ON THE ANNEXED PLAT HAS BEEN APPROVED BY THE PLANNING COMMISSION OF THE CITY OF BISMARCK, NORTH DAKOTA, IN ACCORDANCE WITH LAWS OF THE STATE OF NORTH DAKOTA, ORDINANCES OF THE CITY OF BISMARCK AND RESOLUTIONS ADOPTED BY THE SAID PLANNING COMMISSION. IN WITNESS WHEREOF, I HAVE SET THE HAND AND SEAL OF THE CHURMAN AND SECRETARY OF THE PLANNING COMMISSION OF THE CITY OF BISMARCK.

WYNE LEE REAMER - CHURMAN  
CARL D. HOKSTADT - SECRETARY

## APPROVAL OF BOARD OF CITY COMMISSIONERS

THE BOARD OF CITY COMMISSIONERS OF THE CITY OF BISMARCK, NORTH DAKOTA, HAS APPROVED THE SUBDIVISION OF LAND AS SHOWN ON THE ANNEXED PLAT HAS ACCEPTED THE DEDICATION OF ALL STREETS SHOWN HEREON, HAS APPROVED THE ORDINANCES AS SHOWN ON THE ANNEXED PLAT AS AN ADDENDUM TO THE MASTER PLAN OF THE CITY OF BISMARCK, NORTH DAKOTA, AND DOES HEREBY WAIVE ANY PREVIOUS PLATTING WITHIN THE BOUNDARY OF THE ANNEXED PLAT.  
THE FOREGOING ACTION OF THE BOARD OF CITY COMMISSIONERS OF BISMARCK, NORTH DAKOTA, WAS TAKEN BY RESOLUTION APPROVED THE 04 DAY OF JANUARY, 2017.

ATTEST  
KATH J. HANKE - CITY ADMINISTRATOR

## APPROVAL OF CITY ENGINEER

I, GABRIEL J. SCHILL, CITY ENGINEER OF THE CITY OF BISMARCK, NORTH DAKOTA, HEREBY APPROVE "SOUTH MEADOWS ADDITION FIRST REPLAT", BISMARCK, NORTH DAKOTA AS SHOWN ON THE ANNEXED PLAT.

GABRIEL J. SCHILL  
CITY ENGINEER

## OWNER'S CERTIFICATE & ASSIGNMENT

I, SCOTT STROCKEL, OWNER OF THE PROPERTY SHOWN HEREON, HAVE CAUSED THAT PORTION DESCRIBED HEREON TO BE SURVEYED AND PLATTED AS "SOUTH MEADOWS ADDITION FIRST REPLAT", BISMARCK, NORTH DAKOTA, AND DO SO RE-DEEDICATE STREETS AS SHOWN HEREON INCLUDING ALL STREETS, ALLEYS, BRIDGES AND OTHER PUBLIC UTILITY LINES WHETHER SHOWN HEREON OR NOT TO THE PUBLIC USE FOREVER.

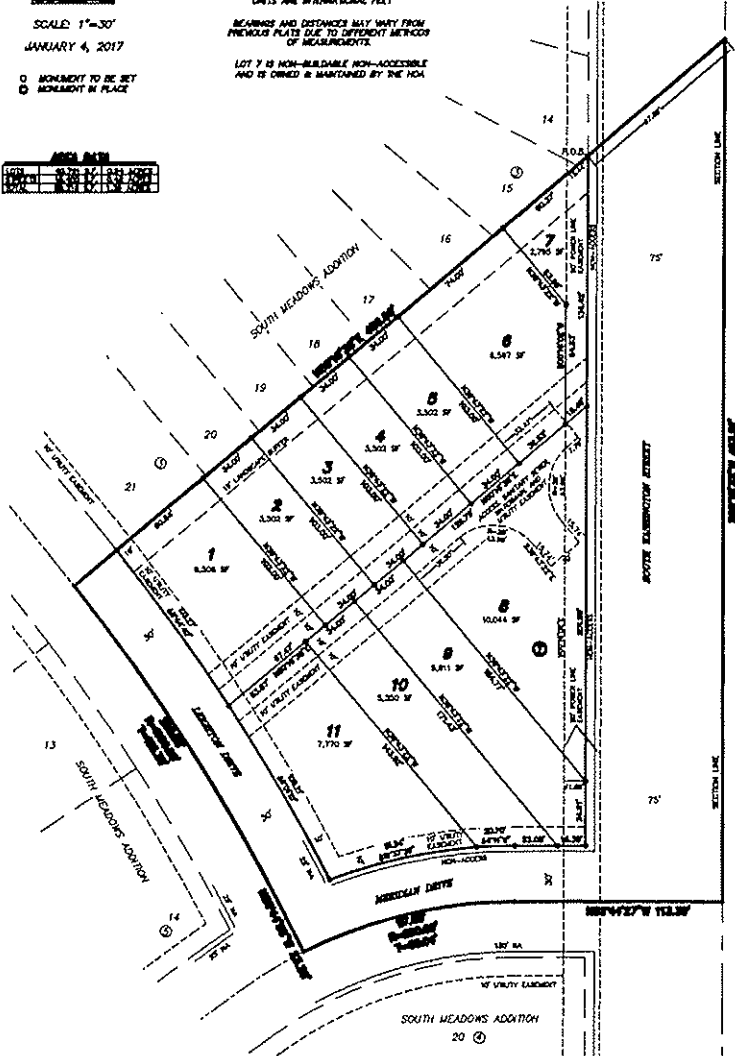
THEY ALSO DEDICATE EASEMENTS TO THE CITY OF BISMARCK TO RUN WITH THE LAND, FOR GAS, ELECTRIC, TELEPHONE OR OTHER PUBLIC UTILITIES OR SERVICES ON OR UNDER THOSE CERTAIN STRIPS OF LAND DESIGNATED HEREON AS UTILITY, SANITARY, SEWER, STORM SEWER & STORM WATER EASEMENTS.

THEY FURTHERMORE GRANT ACCESS EASEMENTS FOR ALL LAND OWNERS PARTIES, THEIR HEIR, HEIRS, VESTORS AND LICENSEES, SAID EASEMENT TO INCLUDE THE FULL AND FREE RIGHT FOR SAID PARTIES, THEIR HEIR, HEIRS, VESTORS AND LICENSEES, IN COMMON WITH ALL OTHERS HAVING LIKE RIGHT AT ALL TIMES HEREON FOR ALL PURPOSES CONNECTED WITH THE USE OF SAID PARTIES, TO PASS AND REPASS ALONG SAID EASEMENT AND TO HOLD SAID EASEMENT TO SAID PARTIES, THEIR HEIR, HEIRS AND ASSIGNS APPROPRIATE TO THE LAND OF SAID PARTIES. THEY ALSO GRANT ACCESS EASEMENT TO AND FOR THE USE OF ANY GOVERNMENTAL AGENCY, BUREAU, ITS OFFICERS AND EMPLOYEES FOR UTILITIES AND ANY OTHER GOVERNMENTAL USE OR USES IT DEEMS NECESSARY OR DESIRABLE, PROVIDED THE CITY SHALL NOT BE RESPONSIBLE IN ANY WAY TO FURNISH ANY CITY SERVICES IF SUCH ACCESS EASEMENTS ARE NOT PROPERLY MAINTAINED OR ARE OBSTRUCTED BY THE OWNERS OF PROPERTY IN THE SUBDIVISION.

STATE OF NORTH DAKOTA )  
COUNTY OF BURLEIGH )  
SCOTT STROCKEL  
PARAMOUNT HOMES, INC.  
1407 TACOMA AVE  
BISMARCK, N.D. 58103

ON THIS 04 DAY OF JANUARY, 2017, BEFORE ME PERSONALLY APPEARED SCOTT STROCKEL OF  
PARAMOUNT HOMES, INC. KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING  
CERTIFICATE AND HE ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME.

HISTORY PUBLIC  
BURLEIGH COUNTY, NORTH DAKOTA  
MY COMMISSION EXPIRES



SWENSON, HAGEN & COMPANY P.C.  
309 Duane Avenue  
Bismarck, North Dakota 58103  
Maplewood@swensonhagen.com  
Phone (701) 833-1800  
Fax (701) 833-9054  
Surveying  
Mapping  
Land Planning  
Civil Engineering  
Landmark & Site Design  
Construction Management



BCWRD Invoices  
2-1-17

Name	Project	Invoice	Amount
Bismarck Parks and Rec			
Bliss Law Firm			
Houston Engineering	McDowell EAP		
Houston Engineering	General	33231	\$1,000.00
Houston Engineering	Fox Island Flood Control	32232	\$35,150.45
Houston Engineering	MRCC Work Order 18; SA 25		
Houston Engineering	Drainage Complaints		
Houston Engineering	Missouri River Bank Stabilization		
Personalized Management	Secretarial/Accounting/Supplies	5931	\$1,938.66
		<b>TOTAL:</b>	<b>\$38,089.11</b>

1811 E Thayer Ave - PO Box 712  
Bismarck, ND 58502  
(701) 222-3499

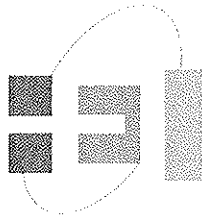
Date	Invoice #
1/27/2017	5931

Bill To
BCWRD

Description	Amount
Administrative Fees - January	1,000.00
Bookkeeping - January	350.00
Fox Island/MRCC Resolution	25.00
Hay Creek Pines	12.50
Re-organization schedule, meeting info, update web & portfolios, policy manual, ipad set up,	450.00
Photocopies	27.50
Printing - Color	10.08
Supplies	25.75
Postage	37.83
Total	\$1,938.66



# INVOICE



**Houston Engineering Inc.**

**Remit to:**

1401 21<sup>st</sup> Ave N, Fargo, ND 58102

Phone: 701.237.5065

Fed Tax ID: 45-0314557

Interest of 1%/month applied to past due invoices

Ms. Mona Livdahl  
Burleigh County Water Resource District  
1811 East Thayer Avenue  
Bismarck, ND 58501

January 27, 2017

Invoice No: 0033232

Due Date: February 26, 2017

Project R106025-006 Fox Island Flood Control

BCWRD Account No.: 937 - Special Assessment Projects

See attached Project Status Report and Invoice Description.

**Professional Services from December 25, 2016 to January 21, 2017**

Phase	100	Regulatory and Easements
Task	001	Permitting and Regulatory

**Professional Personnel**

	Hours	Rate	Amount
Design Engineer	3.00	121.00	363.00
Totals	3.00		363.00
<b>Total Labor</b>			<b>363.00</b>
<b>Total this Task</b>			<b>\$363.00</b>

Task	002	Easements and Rights-of-Way
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**Professional Personnel**

	Hours	Rate	Amount
Professional Engineer	2.25	142.00	319.50
Design Engineer	2.75	126.00	346.50
Senior Land Surveyor	10.50	155.00	1,627.50
Senior Technician	3.00	114.00	342.00
CAD Supervisor	5.25	101.00	530.25
Totals	23.75		3,165.75
<b>Total Labor</b>			<b>3,165.75</b>

**Reimbursable Expenses**

Reproductions	3.00		
<b>Total Reimbursables</b>	<b>3.00</b>		<b>3.00</b>
<b>Total this Task</b>			<b>\$3,168.75</b>

Task	003	Wetland Delineation
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**Professional Personnel**

	Hours	Rate	Amount
Environmental Scientist	3.50	143.00	500.50
GIS Technician II	1.00	99.00	99.00
Totals	4.50		599.50
<b>Total Labor</b>			<b>599.50</b>

Project	R106025-006	Fox Island Flood Control	Invoice	0033232
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Total this Task \$599.50

Task 004 Finance and Bonding

Professional Personnel

	Hours	Rate	Amount
Senior Environmental Scientist	3.50	167.00	584.50
Totals	3.50		584.50
<b>Total Labor</b>			<b>584.50</b>

Total this Task \$584.50

Total this Phase \$4,715.75

Phase 150 USACOE Section 408

Professional Personnel

	Hours	Rate	Amount
Senior Project Manager	1.00	183.00	183.00
Senior Project Manager	3.25	190.00	617.50
Professional Engineer	.25	142.00	35.50
Design Engineer	1.00	121.00	121.00
Design Engineer	1.75	126.00	220.50
Graduate Engineer	9.25	109.00	1,008.25
Graduate Engineer	41.25	114.00	4,702.50
Totals	57.75		6,888.25
<b>Total Labor</b>			<b>6,888.25</b>

Total this Phase \$6,888.25

Phase 200 Final Design

Task 001 Ground Reconnaissance Survey

Professional Personnel

	Hours	Rate	Amount
Professional Engineer	.50	142.00	71.00
Totals	.50		71.00
<b>Total Labor</b>			<b>71.00</b>

Total this Task \$71.00

Task 002 Soils/Geotechnical

Professional Personnel

	Hours	Rate	Amount
Senior Project Manager	2.00	190.00	380.00
Professional Engineer	1.75	142.00	248.50
Design Engineer	.25	121.00	30.25
Design Engineer	4.25	126.00	535.50
Totals	8.25		1,194.25
<b>Total Labor</b>			<b>1,194.25</b>

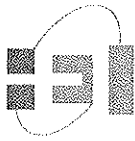
Total this Task \$1,194.25

Task 003 Centerline Survey

Professional Personnel

	Hours	Rate	Amount
Senior Project Manager	2.00	183.00	366.00
Senior Project Manager	1.25	190.00	237.50

Project	R106025-006	Fox Island Flood Control	Invoice	0033232
Three Person Crew		8.00	209.00	1,672.00
Totals		11.25		2,275.50
<b>Total Labor</b>				<b>2,275.50</b>
<b>Unit Billing</b>				
(BSK) GPS Equipment Unit Hours		12.0 Hours @ 25.00		300.00
(BSK) Mileage - Survey/Inspection		20.0 Miles @ 0.735		14.70
<b>Total Units</b>			<b>314.70</b>	<b>314.70</b>
<b>Total this Task</b>				<b>\$2,590.20</b>
-----				
Task	004	Levee Design		
<b>Professional Personnel</b>				
		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Project Engineer		1.50	152.00	228.00
Project Engineer		12.50	158.00	1,975.00
Professional Engineer		55.75	142.00	7,916.50
Design Engineer		24.00	121.00	2,904.00
Design Engineer		11.00	126.00	1,386.00
Graduate Engineer		15.25	114.00	1,738.50
Totals		120.00		16,148.00
<b>Total Labor</b>				<b>16,148.00</b>
<b>Total this Task</b>				<b>\$16,148.00</b>
-----				
Task	005	Project Manual		
<b>Professional Personnel</b>				
		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Project Engineer		6.00	152.00	912.00
Project Engineer		8.00	158.00	1,264.00
Totals		14.00		2,176.00
<b>Total Labor</b>				<b>2,176.00</b>
<b>Total this Task</b>				<b>\$2,176.00</b>
-----				
Task	006	Coordination with Burleigh County Highway Department		
<b>Professional Personnel</b>				
		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Project Engineer		4.50	152.00	684.00
Design Engineer		2.00	121.00	242.00
Design Engineer		3.50	126.00	441.00
Totals		10.00		1,367.00
<b>Total Labor</b>				<b>1,367.00</b>
<b>Total this Task</b>				<b>\$1,367.00</b>
<b>Total this Phase</b>				<b>\$23,546.45</b>
<b>Total this Invoice</b>				<b>\$35,150.45</b>



Houston Engineering Inc.

## Project Status and Invoice Description

3712 Lockport Street  
Bismarck, ND 58503  
Phone: 701-323-0200

Fax: 701-323-0300

---

<b>HEI Project No.:</b>	<b>R106025-006</b>
<b>BCWRD Account No.</b>	<b>937 – Special Assessment Projects</b>
<b>Project Name:</b>	<b>Fox Island Flood Control</b>

---

**Billing Period:** *December 25, 2016 through January 21, 2017*

Professional engineering services related to the activities associated with the Fox Island Flood Control Project including the completion of a preliminary engineering report related to flood control and protection from the Missouri River, followed by design and construction.

### Tasks Completed:

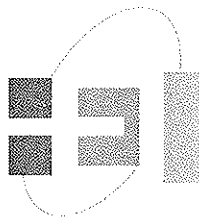
- Researching and drafting temporary construction easement documents
- Preparing wetland delineation report
- Received a preliminary Section 408 determination from USACE
  - Researching Corps easement documents
  - Preparing 408 documents and data – SWC contact as project sponsor
  - Conducted HEC-RAS modeling
- Additional geotechnical evaluation issues – coordinating with Braun Intertec
- Generating plan and profile sheets, typical sections and levee design
- Begin assembling project manual
- Evaluating design options and estimating flood wall installation at Brown property
- Meeting and coordination with County Hwy for roadway design

### Comments and Issues

- Temporary construction easements and ROW issues are anticipated to be considerable during design and construction activities. We continue to work on these elements to tie down location and impacts for communications with the affected neighbors.
- USACE Section 408 could result in the need to complete an Environmental Assessment, which could affect the approval timelines and may impact 2017 construction timeline. Contacts have been made with the State Engineer as they are the original federal project sponsor. These communications are necessary before a formal application review can be submitted to the USACE. After that coordination with the County Commission will be required.
- Working with Scott Brown to design an acceptable flood wall past his residence, looking at multiple alternatives in both routing and design. Landowner desire is to minimize tree removal.

**See accompanying invoice for personnel cost breakdown.**

Regulatory and Easements (100)	\$ 4,715.75
USACE Section 408 (150)	\$ 6,888.25
Final Design (200)	\$ 23,546.45
<b>Total Invoice</b>	<b>\$ 35,150.45</b>

**INVOICE****HoustonEngineering Inc.****Remit to:**1401 21<sup>st</sup> Ave N, Fargo, ND 58102

Phone: 701.237.5065

Fed Tax ID: 45-0314557

Interest of 1%/month applied to past due invoices

Ms. Mona Livdahl  
Burleigh County Water Resource District  
1811 East Thayer Avenue  
Bismarck, ND 58501

January 27, 2017

Invoice No: 0033231

Due Date: February 26, 2017

Project R084241-000 Burleigh Co. WRD - General

BCWRD Project No.: 315 - Engineering Administration

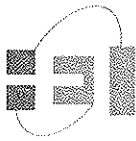
See attached Project Status Report and Invoice Description.

**Professional Services from December 25, 2016 to January 21, 2017**

Phase 000 Burleigh Co. WRD - General

Monthly Lump Sum Amount

Fee	1,000.00
Total this Phase	\$1,000.00
Total this Invoice	\$1,000.00



HoustonEngineering Inc.

## Project Status and Invoice Description

3712 Lockport Street  
Bismarck, ND 58503  
Phone: 701-323-0200  
Fax: 701-323-0300

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<b>HEI Project No.:</b>	<b>4241-000</b>	<b>:</b>	<b>BCWRD General Services</b>
<b>BCWRD Account No.</b>	<b>315</b>	<b>-</b>	<b>Engineering Administration</b>
<b>Project Name:</b>	<b>General Engineering Services</b>		

---

**Billing Period:** *December 25, 2016 through January 21, 2017*

Professional engineering and surveying services related to activities and issues addressed at the request and direction of the BCWRD during this billing period, including time associated with, but not limited to the following:

- January Board Meeting
- Meeting preparation and discussion
- Review of minutes and agenda updates
- Various BCWRD issues and contacts

**Comments:**

- This invoice is only for Board meeting related time only. In accordance with Board direction, all costs associated with drainage complaints, storm water master plans, and other project related activities have been invoiced to assigned project numbers.

**Total Invoice** **\$1,000**