



**BURLEIGH COUNTY WATER RESOURCE DISTRICT AGENDA**

**Thursday, May 13, 2014**

**Tom Baker Meeting Room**

8 a.m. - Call to Order

1. Roll Call (Fleck, Backstrand, Weixel, Jones, Reep)
2. **Approval of Minutes of (4-3-14)** ..... **4-15**
3. **Approval of Special Executive Session Meeting (4-21-14)** ..... **16**
  - **Action on Contract renegotiations from 4-21-14 Meeting (Kathleen)**
4. Financial Reports
  - End of April Financial Data..... 17-22
  - Audit Report – on hold until July, 2014 (Kathleen)
  - Pledged Securities as of 4-23-14 ..... 23
  - **Approval of Organizational – 932 (City/County Watershed Planning) & 960’s (drainage)**
  - **Insurance (Dave)**
  - **Budget Meeting (Kathleen, Cary, Terry) – Tuesday, May 27<sup>th</sup>**
  - **Audit letters from State Auditor Kyle Walter**
    - **Aggregation of Errors Schedule** ..... **25-29**
    - **Letter to David Bliss dated 5-8-14** ..... **30-31**
    - **Letter to State Auditor’s Office dated 5-12-14**..... **32-35**
5. **Approval of Bills Totaling \$60,350.79**..... **36**
6. **MRCC – Marcus’s letter**..... **37**
  - Country Creek Third Addition ..... 38-78
    - **Draft Developer’s Agreement Approval**..... **79-90**
      - a. Cost estimate
    - Resolution ..... 91
    - Letter of opposition dated 4-22-14 ..... 92-93
    - Letter to Assessment Landowners dated 5-6-14..... 94-95
7. County Planning Meeting Coordination with Marcus Hall (Awaiting Marcus’ Response)
  - Development of Draft Memorandum of Understanding (MOU) with County and City
  - GIS Stormwater Easement Mapping and Lot Certificate Requirement (preliminary discussions)
  - Formalize SWMP Review Policy – via MOU
8. McDowell Dam Recreation Area Updates
  - Al Vietmeier’s Appraisal (Kathleen)
  - McDowell Dam Expenses ..... 96
  - Review of other Dam’s and funding opportunities (Gordon)
  - Insurance on new building
  - Paddle boat purchase delivery date status – Greg/Forrest
  - **Aero Club – new lease (Dave)**
    - Discussion on building currently owned by Aero club (Kathleen)
  - Inventory – Gordon (June)
  - Capital Improvement Plan (June) Forrest/Greg
  - Review of Original Lease for McDowell Dam and arrangements with McDowell family (Dave Bliss)
  - Water Permit Applications Approved – (Cary/Mike)

9. Drainage Complaints/Issues	
• Eldin Spier/UTTC – No Update (Cary)	
• River of Hope – Letter to City – Done .....	97
• Mark Swenson – Letter to Mr. Swenson on action without complaint .....	98-99
• Tom DeKrey/Carl Kvanig – Brentwood Estates Update (Craig/Cary)	
○ <b>Swenson Engineering Plan dated 4-25-14 for Mr. Kvanig</b> .....	<b>100-104</b>
○ Email correspondence from Mr. Kvanig .....	105-107
10. Projects	
• Hogue Island (FM 39)	
○ Cleanup and Demolition Plans – Starting week of May 12 <sup>th</sup>	
○ Final payments on homes and split with SWC	
○ Change Order #2 .....	108-113
○ Bank Stabilization – Change Order #3 (SWC has approved bank plans) .....	114-116
○ Sovereign Lands Permit and COE Permits – Approved	
○ Public Informational Meeting – Scheduled for Tuesday, May 20 <sup>th</sup> – 5 p.m. to 9 p.m. ....	117-118
• Meeting with Michael, Kathleen, Gordon & Dave regarding specific process	
• Burnt Creek Flood Control Project (FM #7)	
○ Letter to Randy Bina dated 5-9-14 on easements .....	119-122
○ <b>SWC Cost Share Agreement for Burnt Creek Flood Damage Restoration Project</b> .....	123-128
○ Scope and Budget Pending for Design – Bid Spring 2014	
○ Need estimated costs	
• Apple Creek	
○ Letter to Todd Sando dated 4-17-14 re: Conditional Water Use Permit for diversion of water .....	129-130
○ Alignment Options need approval	
○ Easements – estimated costs	
• Missouri River Snagging & Clearing	
○ Larry has been in contact with USGS on options	
○ Hydraulic Analysis – On Hold Pending USGS Discussions	
11. Storm Water Management	
• Ash/Ward Coulee	
• SWC Policy Revisions – SWC Discussions	
12. Comments and Discussion from Public	
13. Break	
14. Other Old Business	
• Records Retention Policy update – June presentation by Docustore .....	131
• Missouri River Coordinator (Lance/Ryan)	
• HB1338 – decision to weigh in on the June Meeting (Terry) .....	132
• Fox Island – Cost Share Request (submitted)	
15. New Business	
• <b>June County Commissioner’s Quarterly report</b> .....	<b>133-135</b>
• <b>Purchasing Policy</b> .....	<b>133-135</b>
• <b>Reworking of two approved policies</b>	
○ <b>Fraud</b> .....	<b>136-137</b>
○ <b>Internal Controls</b> .....	<b>138-139</b>
• <b>Billing Procedures</b> .....	<b>140</b>
• <b>Work Order 1 for Houston Engineering</b> .....	<b>141</b>
• <b>Reschedule June meeting – June 3<sup>rd</sup></b>	

16. Correspondence or Document Information	
• 2014 Annual Meeting and Executive Briefing for Water Managers – Grand Forks.....	142-144
• Temporary Water Permit No. 1400A – East Branch Apple Creek .....	145-146
• SOV S-1904 BEK Communications.....	148-158
• County Final Plat – emailed	
○ The Ranch Second Subdivision	
• City Resubmitted Plat	
○ University of Mary Subdivision	
• City Final Plat – Emailed	
○ Willow View Estates	
○ Fernwood Second Subdivision	
○ Munich 1 <sup>st</sup> Addition	
• City Preliminary Plat	
○ Inland Addition	
○ Midwest Business Park	
• City Minor Subdivision	
○ Ash Coulee Second Addition	
• Storm Water Management Plans- Preliminary, Revised & Final (copies are available at BCWRD meeting)	
○ Fernwood Second	
○ Sara’s Addition	
○ Willow View Estates Subdivision	
○ JMAC Industrial Park Subdivision	
17. Detailed Bills.....	157
18. Next Meeting: June 10 <sup>th</sup> at HEI – change to June 3rd	
19. Adjourn	

**Note: Bold Items Require Board Action**