BURLEIGH COUNTY WATER RESOURCE DISTRICT AGENDA
Wednesday, May 8, 2019
City County Building – Tom Baker Meeting Room
8:00 a.m. - Call to Order

1. Roll Call (Reep, Larson, Detwiller, Beck, Landenberger)

2. Approval of 4/10/19 Minutes 3-8

3. Approval of 4/24/19 Conference Call minutes 9-10

4. McDowell Dam
   - Aero Club lease (Landenberger/Bliss)
   - Civil Air Patrol lease (Landenberger/Bliss)
   - Strategic Plan Update – (James/Michael)
   - ND Forest Service American the Beautiful Tree Planting Grant 11-40
   - BPRD Shelter Revenue 41

5. Comments from Members of the Public: (For comments on items not on the agenda)

6. Financial Reports
   - End of April 42-44
   - Security Pledge 45
   - Audit update – Held April 10th and 11th
   - **Motion to approve expenditures above budgeted amount for 2018 – project costs**

7. **Approval of Bills: $28,080.36 ..... 46**

8. **Approval of Fox Island Bills: $6,652.58 ..... 46**

9. Drainage Permits/Complaints/Issues
   - Pavlicek / Krein – Apple Creek (Beck/Gunsch) 47
     - Compliance date – May 15, 2019 – Letter noting extension option
   - Clausnitzer Obstruction – (Resolution Pending) (James)
   - Spring 2019 Complaint Reviews and follow up
     - Matt Koch (2014 complaint) – dismissal letter 48
     - Pelster – dismissal letter 49
   - Nicole Marchus Drainage complaint 50-54
     - Record review related to backwater impacts on drain field. Public Comments

10. Projects
    - Fox Island Status
      - Contractor meeting and spring pre-construction meeting to be scheduled
      - Project Updates – every two weeks to board and residents
      - Temporary construction easement letters – mailed 55-57
      - Temporary construction easement letters – mailed
      - Public Comments
    - Burnt Creek – Channel Vegetation Management
      - No dumping signs placement – pending (Reep/Johnson)
    - Missouri River Bank Stabilization Mapping and Inventory
      - Mapping of Easement Locations - Update (County and WRD)
      - **SWC Cost Share Agreement** 58-63
        - HEI Work Order #____
      - Request for meeting with USACE and SWC – End of April/May
      - Letter to Brian Bitner dated 1-4-12 re: bank stabilization maintenance 64-72

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- Sibley Island
  - Oxbow Drainage Review for River Inflows
  - Special Assessment District - Funding Options
  - Project Coordination Plan (BCWRD/BCHD)
  - **Project Establishment – Resolution #1**
  - Preliminary Engineering Cost Share Request (June 2019)
  - Update on channel located on Mr. Reile's property (not project related)
- Brookfield Estates Flood Control Project Assessment list (Dennis)

11. Break

12. Other Old Business
    - Policy Manual – REVISED Draft Update
      - RFP for Accounting Service (Rick and Mona) – Tabled for 30 days
    -

13. New Business
    - 2018 Annual Certification of Disposal records (Commissioner Jones) 73-75

14. Correspondence or Document Information
    - SWC Permit Number: ND2019-19462 76-77
    - SWC Permit Number ND2019-19489 78-80
    - Plats & SWMP – Emailed – will be brought to meeting due to size of some (Comments on Plats)
      - Hillcrest Acres Subdivisions
      - Maier Subdivision
      - Hay Creek Substation Addition
      - Boehm Drive Townhomes Addition
      - Washington Square Addition
      - South Meadows Addition Second Replat
      - Preliminary Plat for Hermann Subdivision

15. Detailed Bills 81

16. Next Meeting: June 12, 2019

17. Adjourn

Note: Bold Items Require Board Action

BCWRD Meeting Minutes
April 10, 2019 – City County Building
Draft – not approved yet

Agenda Items	Discussion	Board Action	Responsible Party	Due Date

Present: Chairman Greg Larson, Dennis Reep, Rick Detwiller, Rod Beck, Michael Gunsch, Houston Engineering, Inc.; Dave Bliss, Bliss Law Firm, LLC; and Mona Livdahl, Personalized Management Services.

Absent: James Landenberger

Others Present: Dave Robinson and Dave Meyer, Bismarck Parks and Rec District; Kevin Vetter, Bob Bennett, Kathy Kachenko (representing Tom Breeze), Nic Cullen, Houston Engineering, Inc.; Leo Hoff, Linda Lekider, and Matt Hinkel.

Chairman Larson called the meeting to order at 8:03 a.m. Roll call was taken noting one member was absent but we do have a quorum.

	Discussion	Action Taken	Responsible Party(s)	Due Date
Approval of 3-13-19 Minutes:		**Mgr. Reep moved to approve, Beck seconded. Motion Carried.**		
Sibley Island	Based on the number of people who were present to discuss Sibley Island, Chairman Larson asked to move this to the top of the agenda.	**Chairman Larson discussed the process involved noting that the BCWRD did not establish this project, but rather it was a request from residents in this area. The BCWRD is currently at preparing a resolution to establish a project as it is now in a review phase. Mr. Steve Isles, who was not present at this meeting, had sent a petition around and has received 60% in support of the project. The next portion for this board will be to establish a resolution, once this is done we need to look at how it goes, who it will protect, etc. Once we have the design preliminary done and a demonstration of interest a public meeting will be held and advertised. Ballots will be mailed and a protest meeting will be held. We are basically on step 2 of 5.**		
Kathy Kachenko was present on behalf of Tom Breeze	Ms. Kachenko noted his back yard is where the old river used to be. Nic Cullen was present from Houston Engineering and noted that he went out with a representative from the Highway Department. Noted the culvert size has increased and more volume is coming in. Ms. Kachenko noted this had not been a problem in the past. It was noted that with the flood events and the deep frost it is happening overall. Ms. Kachenko asked if the water will be routed through the old river channel. Eng. Gunsch explained that generally the project will follow the natural direction of flow. Noted we would not change the Oxbow itself.			
Kevin Vetter	Mr. Vetter was present and asked if he could build his own dike, noted yes as long as it doesn't impact someone else's property. Mr. Vetter has lived in this area since 1984, he was			

Agenda Items	Discussion	Board Action	Responsible Party	Due Date
	asked if this has happened before and Mr. Vetter stated once in the 1980s as well as the 2009 and 2011 years. Eng. Gunsch noted that this is good for historical purposes. Discussed the gate system noting that we currently have one at MRCC with an operational and maintenance manual stating that once the river reaches a certain stage what action will be taken. The opening and determination of the system would be on BCWRD and not the Corp.			
McDowell Dam				
Permit:	The conditional permit was approve, we have until February, 2022 to perfect the permit.		Landenberger/Gunsch	
Buffer Zone:	A brief meeting on the projects going on had been held an update will be provided at our next meeting.			
Aero Club:	Attorney Bliss is working on these.		Landenberger/Bliss/Gunsch	
Comments from Members of the Public on non-agenda related issues:		.		
Bob Bennett	Mr. Bennett was present to discuss fishing on the land by the spillway and who owns the land. With the current bill in legislation right now on trespassing, it would be a Class A Misdemeanor if he were caught trespassing.	It was noted that if you go to the Burleigh County website and click on maps, there is a section for parcels and if you zoom in on that area it tells you who the owner is. Chairman Larson noted that the board has not considered restricting access of this for fishing.		
Financial Reports:	Mgr. Detwiller reviewed the P&L ending March, 2019 and found them in order. Noted income is up as revenue has been coming in under real estate tax..	No action taken.		
Audit:	The audit will be starting today at approximately 10 a.m.			
Approval of bills:	Manager Detwiller noted the revisions to the bills under Fox Island.	**Mgr. Detwiller reviewed the bills and moved to approve in the amount of $27,561.76, Reep seconded. Motion Carried.**		
Approval of MRCC Bills:	Noted this is for the bond payment and could possibly go under general bills.	**Mgr. Reep moved to approve the bond payment in the amount of $30,445.50, Manager Beck seconded. Motion carried.**		
Approval of Fox Island Bills:	Pay Request #2 was submitted. Discussed the county payment which would be over a 10 year period, we have not received monies as of this time but it should start this year.	**Manager Reep noted he did review the pay request as submitted in addition to Houston Engineering reviewing and moved to approve, Mgr. Detwiller seconded. Motion Carried**. Eng. Gunsch asked for consensus to work with Attorney Bliss in contacting Scott Wegner to work on the bonding aspect of this. Consensus to allow.	Bliss/Gunsch	

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Agenda Items	Discussion	Board Action	Responsible Party	Due Date
Voting Issues	Chairman Larson discussed the political subdivisions being negligent in their voting practice and having items done in voice vote vs roll call. Chairman Larson felt this should be looked into to decide what should be voice voting and what should be roll call to be in line with the attorney Generals office..	**Manager Detwiller asked if the AG;s office will offer guidance. Attorney Bliss will look into this.**		
Drainage Complaints and Permits:				
Pavlicek/Krein:	On hold compliance date is May 15, 2019. Mgr. Beck noted that he was at this site on Sunday and there is still some backup from Apple Creek and water sitting in the ditch so they probably won' t be able to do anything until the water in gone and asked if we should send a letter verifying the compliance date.	**Eng. Gunsch felt that we should ask them to work with Marcus Hall to decide when they can meet up and let us know what the date should be. Eng. Gunsch will send the letter out.**	Beck/HEI	May 15th, 2019
Clausnitzer:	Engineer Gunsch noted that a meeting is scheduled this Friday.		Landenberger/HEI/Bliss	
Spring 2019 Drainage complaints:				
Matt Koch	This is a previous complaint from 2014, Both Mgr. Beck and Mgr. Detwiller looked at this site and gave him a copy of the letter from 2014.	Dismiss complaint.	Beck/Gunsch	5/8/19
Pelster Complaint:	Complaint was referencing pumping water across his driveway so it could drain.	Mgr. Bec k talked to him, he is planning on tearing out the driveway to install a larger culvert. Dismiss complaint.	Beck/Gunsch	5/8/19
Ebbesen/Marchis:	Noted this was also a prior complaint. It appears that there are two culverts which are filled with silt. The county will come out and clean the culvert we did also receive a formal complaint from Nichole Marchis	Eng. Gunsch noted that since this was a prior complaint we need to go back to the record to see if the backwater protections and see if this impacts the drain fields.	Beck/Gunsch	5/8/19
Apple Creek:		Mgr. Beck noted that he drove out to Apple Creek several times and the flooding is as it was in previous years.		
Silbernagel:	This is a recurring issue this was built in a low spot and since it is off the right of way the county is unable to help with.	No action needed.		

Agenda Items	Discussion	Board Action	Responsible Party	Due Date
Boundary Drive:	Engineer Gunsch noted that the county has asked HEI to analyze this area on a separate project.			
Country Creek III & Brookfield Estates:	Mgr. Beck noted he authorized monies spent our o the reserve fund for clean up in the Country Creek and Brookfield Estates areas.			
Projects:				
Fox Island Project:	Pay Request #2 was approved. A contractor meeting was held and discussed a possible spring meeting. A discussion was held with Brendel's Sprinkling System to discuss costs.	**Every two weeks a project status memorandum will be shared with the board as well as the Homeowners Association.**		
Temporary Easements:	Eng. Gunsch noted we did receive 3 more temporary easements.	**A letter will be sent out this week outlining our Final notice which had been sent in March, 2018 referencing costs.**		
Burnt Creek:	Mgr. Reep undated noting the signs need to be placed and he will get with Travis Johnson, HEI to do this.		Jones/HEI/Reep	
Missouri River Bank Stabilization Mapping:	A meeting will be held at the end of April do deal with some of this. Cost Share has not been dealt with yet.		Detwiller/Jones/Bliss/HEI/Beck	
Sibley Island:	Covered earlier. Engineer Gunsch noted they are in the process of doing an economic analysis which will be needed to move forward.			
Break_ None needed				
Other Old Business:				
Policy Manual:	No updates.			
RFP For Accounting Purposes:	This had been tabled until we had a chance to meet with the auditor, the audit is taking place this week.		Detwiller/PMS	
New Business:				
Brookfield Estates Flood Control:	Eng. Gunsch updated noting that it costs between $1200 to $1800 to clean up. Based on the amount in reserves we need to look at an assessment for maintenance funds. Noted we do not have a portfolio manager on this project.	Manager Reep will be the lead on the portfolio with Greg Larson serving as alternate. Eng. Gunsch will put together an assessment list for maintenance funds to get to Auditor Glatt for the tax year assessments.	HEI/Reep.Larson	

Agenda Items	Discussion	Board Action	Responsible Party	Due Date
Disposal Records:	Commissioner Jones asked that this be placed on the agenda, since she is absent, we will move it to the May agenda.			
Correspondence	Reviewed no action taken.			
Next Meeting:	May 8th – Chairman Larson noted he may be out of town for the May meeting, we will keep the date as is.			

Mgr. Beck moved to adjourn, Mgr. Detwiller seconded. Meeting adjourned at 9:26 a.m.

Mona Livdahl

Mona Livdahl, BCWRD Admin. Secretary

Burleigh County Water Resource District
Members of the Public in Attendance

Date: 4-10-19

PLEASE PRINT

NAME - PLEASE PRINT	ADDRESS/COMPANY REPRESENTING	EMAIL—if you want to be included on agenda list
Kevin J. Vetter	5185 Willow Oak's Rd	Bismarck
Bob Bennett	5813 Lariat Place	Bismarck
Tom Briese Kathy Skachenko	5150 Willow Oaks Rd	Bismarck
N. Cullen	Houston Engineering	
Leo Hoff	5160 Willow Oaks Rd	Bismarck
LINDA LEUWER	5101 Willow Oaks Rd	BISMARCK
MATT Hinkel	6020 12th ST SE	Bismarck

BURLEIGH COUNTY WATER RESOURCE DISTRICT AGENDA
Wednesday, April 24, 2019
Conference Call Minutes
11:00 a.m. - Call to Order

Call to order: The Conference Call Meeting was called to order at 11:00 a.m. noting two board members were absent but we do have a quorum.

Present: James Landenberger, Rick Detwiller, Greg Larson

Mgr. Landenberger moved to approve the authorization of payment for the Burnt Creek Floodway Bond in the amount of $19,425 plus the $30 wire transfer fee, Manager Detwiller seconded. A roll call vote was taken:

Mgr. Landenberger: Yes
Mgr. Detwiller: Yes
Chairman Larson: Yes

Motion Carried.

Next Meeting: May 8, 2019 – Tom Baker Meeting Room

Meeting adjourned at 11:03 a.m.

Respectfully Submitted,

Mona Livdahl
BCWRD Administrative Secretary

Starion Bond Services
C/O Starion Financial
333 N 4th Street
Bismarck, North Dakota 58501
(701) 250-1571

Payment Address:
Starion Bond Services
333 N. 4th Street
Bismarck, ND 58501

STATEMENT

Friday, March 15, 2019

Burleigh County Wtr Res Dist
~~1811 E. Thayer Ave.~~
Bismarck ND 58501

RE: Burleigh County Wtr Res Dist
$360,000 Refunding Improvement Bonds, Series 2016 – Burnt Creek
For Bond Payments Due Bondholders on 5/1/2019

Interest Due	$4,200.00
Principal Due	$15,000.00
Fees and Expenses	$225.00
Total Due	$19,425.00

Funds must be received by: 4/23/2019 If Paid By Wire
4/19/2019 If Paid By Check

Funds can be mailed to the following address so that the funds arrive on or before the date indicated.

Starion Bond Services
333 N. 4th Street
Bismarck, ND 58501

Or wire transfer as follows (please wire so they arrive by 10:00 a.m.):

Starion Financial
ABA Number 091310767
for further credit to Starion Bond Services
Account #10825962

Payment of these funds was authorized in the proceedings authorizing and issuing the above bonds.

If you have any questions, please do not hesitate to call. Thank you.

COPY
* mailed 8 copies
4.25.19

2019 North Dakota Forest Service America the Beautiful (ATB) Tree Planting Grant

ATB Tree Planting Grant is a competitive grant program available to North Dakota communities, administered by NDSU-North Dakota Forest Service in cooperation with the US Forest Service. Associated documents are available at **https://www.ag.ndsu.edu/ndfs/programs-and-services/america-the-beautiful-grant-opportunities**

Applicant MUST:
Contact one of these NDFS personnel to coordinate project planning efforts and to obtain a grant application:

Gerri Makay:	Community Forestry Manager	Carrington	701.652.2951	Gerri.Makay@ndsu.edu
Joel Nichols:	Community Forestry Specialist	Bismarck	701.328.9948	Joel.Nichols@ndsu.edu
Mary O'Neill:	Community Forestry Specialist	Lisbon	701-683-4323 ext.12	Mary.Oneill@ndsu.edu

PROGRAM OVERVIEW

PROGRAM PURPOSE To stimulate the development of innovative and effective community forestry tree planting projects that promote the diversity of trees in the community.

ELIGIBLE APPLICANTS Applicant must contact NDFS personnel to coordinate project planning efforts at which time they will receive the grant application. Public entities that own or control the land where the project will be located must submit the application.

FUNDS AVAILABLE A public entity is eligible to receive a maximum grant award of **$10,000.** Bids or price quotes will be required for successful applicants. Grant funds will be distributed on a reimbursement basis.

MATCH REQUIREMENTS **At least 50% of the total cost of the project** must be contributed by the applicant from sources other than federal funds, in the form of cash and/or in-kind contributions.

APPLICATION DEADLINE **April 30, 2019.** No faxed or emailed applications will be accepted. Applications postmarked after April 30 will not be accepted.

Mail the ORIGINAL application and seven (7) copies (8 TOTAL) to:
Community Forestry Grants
North Dakota Forest Service
916 East Interstate Ave Suite 4
Bismarck, ND 58503-1227

PROJECT COMPLETION Projects must be completed and all reimbursement forms submitted by **October 31, 2020.**

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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2019 North Dakota Forest Service America the Beautiful Tree Planting (ATB TP)

Application Deadline: 30 April 2019

Entity: Burleigh County Water Resource District
Community: Burleigh County

Primary Contact Person:

Name: James Landenberger
Title: Manager on the Water Board
Mailing Address: 3456 E. Century Avenue
City: Bismarck Zip: 58503
Day Phone:
Cell: (701) 426-6439
Email: james.landenberger@bartwest.com

Secondary Contact Person:

Name: David Mayer
Title: Operations Director, BPRD
Mailing Address: 400 E. Front Avenue
City: Bismarck Zip: 58504
Day Phone: (701) 222-6464
Cell: (701) 202-6253
Email: dmayer@bisparks.org

Is the primary contact person the individual who will manage this project? ☐ YES
If no, please list the name and title of the individual managing this project. David Mayer, Operations Director, BPRD

Projects must be on publicly owned or publicly controlled property.
Is the project on publicly owned or controlled property? ◉ YES ○ NO If no, the project is not eligible.

Eligible projects may request up to $10,000. To assist in the successful completion of this application reference Supporting Documents: https://www.ag.ndsu.edu/ndfs/documents/2019-supporting-documents.pdf.

Applicant MUST contact NDFS personnel to coordinate project planning efforts during the process of completing this application. See personnel contact information at www.ndsu.edu/ndfs/.

Name of NDFS Community Forestry Staff: Joel Nichols
Date(s) of Contact: 4/18/19

Provide legal land description of project location. We will use this information to conduct Class I cultural resource reviews. To assist with your legal land descriptions: http://mapservice.swc.state.nd.us/				
County Name	Township Number	Range Number	Section Number	Quarter NE, NW, SE, SW
Burleigh	139N	79W	27	NW, SW, SE

The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. If you do not know your organization's DUNS number, call 1-866-705-5711 or visit the Dun & Bradstreet web page at https://fedgov.dnb.com/webform/displayHomePage.do. Failure to provide a DUNS number will result in disqualification of the grant application.

Please identify your organization's nine-digit DUNS number: 080159699

Did you use the ND TIP Tool in planning this project? (●) YES ( ) NO If YES, explain briefly how it was used.

I used the tool to look at area sites for tree diversity options. United Tribes and Lincoln have the most comprehensive databases in the area.

Please provide thorough information for the review committee to understand your project. Projects will be ranked according to the quality of the application as a whole and how well the specified scoring criteria are addressed. Refer to the Grant Scoring Guidelines at https://www.ag.ndsu.edu/ndfs/programs-and-services/america-the-beautiful-grant-opportunities.

Describe the type of project and clearly outline its purpose and goals. Include a planting plan or design (reference Supporting Documents) which contains existing trees, proposed trees, all utilities, infrastructure, waterways, etc.

Burleigh County Water Resource District (BCWRD), in partnership with the City of Bismarck Forestry Division (BFD) is planning on a significant tree planting project at McDowell Dam (see location map). The new tree plantings will increase diversity, replace trees that have been removed due to disease and storms, and add interest, shade and habitat improvement to this well-utilized recreation complex.

Over the last 30 years many trees have been removed from this recreation area. Many trees have suffered from storm damage and as a result have had to be removed. Currently, the recreation area has limited species diversity. While the main goal of this project is to reforest Urban Forests, this project will increase species diversity throughout the recreation area and provide extended habitat for urban wildlife.

The species that have been selected will increase our urban forest resiliency against future insect and disease. For this proposed project, there will be 109 trees planted throughout the recreation area (see attached plans for specific locations). Trees planted within McDowell Dam will be placed for visual interest, shade canopy, screening and habitat improvement.

Tree species selected (subject to change depending upon availability) for this project will be Ulmus americana 'Lewis & Clark' (Prairie Expedition American Elm), Acer saccharinum (Silver Maple), Celtis occidentalis (Hackberry), Pinus ponderosa (Ponderosa Pine), and Salix pentandra (Laurel Leaf Willow). In addition, a small grove of fruit trees will be expanded with Contender Peach.

Did you do a soil test at the planting site? ( ) YES (●) NO If yes, please include the test results.

How many trees are you planting? 109

If you are also planting shrubs, how many shrubs? 0

Add additional pages as needed for any of the questions

How did you choose your tree species?

Species were selected based on hardiness, insect and disease-resistance, seasonal interest and form/function.

If any of the trees are not 1-2" caliper for hardwoods or 3' tall for conifers, please explain.

n/a

How are you preparing your site? This can include tree removal, stump grinding, and similar activities. Do not include digging the holes for trees. That comes next.

No trees are being removed for this project. Trees will be planted into site as it exists.

Are you digging the holes by hand? ◯ YES ◉ NO

If not, please explain how you will dig the holes:

Holes will be pre-dug with a stump grinder

If not planting by hand, please explain how you will prevent the trees from being planted too deeply.

We would measure the height/depth of the root ball and dig the hole appropriately. If the hole happens to be too deep then it would be backfilled and tamped to ensure firmness at the desired depth.

If removing trees, list the name and title of the individuals who decide which trees should be removed:

n/a

How many trees are you removing? 0

(Considered In-Kind or Cash Site-Prep)

Include a map showing each tree to be removed.

Add additional pages as needed for any of the questions

Where will the project be located? Include maps of the community showing the location of the project and a detailed map of the project site (reference Supporting Documents). Remember to consider the location of above ground and below ground utilities.

All trees will be planted at the McDowell Dam Recreation Area (see location map). The tree locations and species have been selected by the on-site manager of McDowell Dam (see planting plan).

What entity owns the property?

Burleigh County

If a board or council is responsible, name the board or council:

Burleigh County Water Resource District Board of Managers

Are overhead lines in the area where trees are to be planted? ○ YES ◉ NO

Are underground utilities in the area where trees are to be planted? ○ YES ◉ NO

Why is the project important to the community?

McDowell Dam is a busy and well loved recreational destination within Burleigh County, just east of Bismarck, and a unique site that includes several different types of recreation. Due to the current condition of trees, species distribution, and age class distribution, this complex's urban forest ecosystem is at risk. If left alone without planting/reforesting, this site will continue to decline. These plantings are a necessity to insure health and sustainability of our highly used and enjoyed urban forest.

In addition, trees play a major role in the uniqueness of this recreation area and draws a large number of visitors each year. At McDowell Dam, the trees act as screening between recreation uses, provide shade, and provide habitat and cover for wildlife near the waterway.

Add additional pages as needed for any of the questions

Please identify by name and/or title the individuals who will be involved with the project and explain what they will do.

Burleigh County Water Resource District
- James Landenberger, PE, Manager, will be the main contact for BCWRD, the managing entity

Bismarck Parks and Recreation District
- David Mayer, Operations Director, will be the lead contact and project manager for the work on this project along with addition staff

- David Robinson, McDowell Dam Manager, will be an on-site coordinator for the work of the project

City of Bismarck Forestry Division
- Doug Wiles, City Forester, will be the lead contact for this partner organization along with his staff

How are volunteers involved with the project?

Volunteers will be involved if the opportunity is available at planting time. Because of the coordination of the large planting plan, BPRD staff and City of Bismarck staff will coordinate the majority or the entirety of the work.

What is your plan of work and project schedule?

Spring/Fall 2019 - Solicit quotes from local nurseries

Late Spring/Early summer 2020- Delivery of trees which will be planted into the gravel bed nursery for enhanced root development

Late Summer/Early Fall 2020 - Planting into pre-dug holes by BPRD and BFD staff; trees staked, mulched, fenced and watered

Late Summer/Fall 2020 - Watering every 7-10 days until hard freeze

Summers 2021, 2022 - Watering maintenance

Add additional pages as needed for any of the questions

Describe your plans to maintain the project for long-term success.

- After planting, trees will be watered every 7-10 days until a hard freeze

- Trees will be pruned as necessary the following season

- As needed, watering will continue the following season

- Typically gator bags are used, and the trees are routinely watered the first year and remain on some sort of irrigation schedule until the end of year three, especially during periods of drought.

Who is responsible for watering the trees?

Bismarck Parks and Recreation District Staff

What is the frequency the trees will be watered?

Every 7-10 days for the planting season until a hard frost

Will trees be staked? (•) YES ( ) NO

If trees will be staked, when will the support ties be removed?

Staking will be inspected after the first year to see if the tree should have the stakes removed. If the tree is not firm or sturdy the stakes will remain for another year.

How will you mulch your trees and how often will you re-mulch?

Mulch will be applied by hand at the time of planting at a minimum of 5' diameter, 2-4" thick tapered down to bare soil at the root flare. Mulch will be re-applied as needed to maintain proper depth.

Describe the steps you will take to prevent damaging trees during mowing and string trimming:

Mulching should prevent the people mowing from getting too close to the tree. Education of park employees is incorporated into training so that they understand the significance of wounding a tree with a mower or weed eater.

What additional information would you like to share with the review committee to help them understand the project?

Planting locations and species distribution were selected by BPRD Staff and the City of Bismarck Forester. The trees will not only serve the function of species diversification and longevity of the urban forest, but also provide habitat, character, and aesthetic value to this recreation area.

Add additional pages as needed for any of the questions

Project Cost In-Kind Contributions

2. Community's In-Kind Contribution
Donated items must be used for the project; no peripheral expenses can be used as match, such as food, refreshments, or other items outside the scope of the project.

A. In-Kind Labor – Volunteers

Estimate the community's "In-Kind Labor Contribution" to complete this project.
Suggested Volunteer Labor Value: $18.00 per hour.

ACTIVITY	VOLUNTEER GROUP'S NAME (IF APPLICABLE)	# OF PEOPLE	X	# OF HOURS	=	TOTAL HOURS	X	VALUE PER/HR.	=	GRAND TOTAL
Pre-digging holes		2		8.00		16.00		$ 100.00		$1,600.00
Planting		8		12.00		96.00		$ 100.00		$ 9,600.00
						0.00				$ 0.00
						0.00				$ 0.00
						0.00				$ 0.00
						0.00				$ 0.00
						0.00				$ 0.00

Copy amount to In-Kind Labor on Project Budget Estimate - **TOTAL VALUE OF IN-KIND LABOR** $ 11,200.00

B. In-Kind Equipment

What donated equipment will be used to complete this project?
See Equipment Values in Supporting Documents.

ACTIVITY	EQUIPMENT USED	# OF HOURS	X	VALUE PER HR.	=	TOTAL VALUE
Pre-digging holes	Stump grinder	16.00		$ 25.00		$ 400.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00

Copy amount into In-Kind Equipment on Project Budget Estimate - **TOTAL VALUE IN-KIND EQUIPMENT** $ 400.00

C. In-Kind Supplies

What supplies or other donated items of value will be used to complete your project?(Food and refreshments are not eligible.)

SUPPLIES	VALUE
Deer fence	$ 3,665.00
Cable ties	$ 60.00
Mulch	$ 1,475.00

Place the value of the in-kind item in the appropriate category on Budget Estimate
TOTAL VALUE OTHER IN-KIND CONTRIBUTIONS $ 5,200.00

Project Cost Cash Expenses - grant funds and applicant cash-match expenditures

3. Cash expenses for your project.

A. Site Preparation - What is the estimated cost of preparing the site for the project?

ACTIVITY	TOTAL
TOTAL ESTIMATED COST OF SITE PREPARATION	$0.00

B. Supplies - What is the estimated cost of non-plant materials needed for completing this project?

ITEM PURCHASED	QTY	X COST PER =	TOTAL COST
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
TOTAL ESTIMATED COST OF SUPPLIES			$ 0.00

C. List the plant materials to be used - Estimate the cost of plant materials to complete your project.

Size examples – 6' Bare Root (BR), 1½" (BR), #5 container, 1½" Balled and Burlapped (B&B)

SPECIES	SIZE	QTY	X COST PER =	TOTAL COST
American Elm 'Prairie Expedition'	7' BR whip	12	$ 38.00	$ 456.00
Common Hackberry	7' container	25	$ 35.00	$ 875.00
Silver Maple	8' BR whip	12	$ 28.00	$ 336.00
Laurel Leaf Willow	6' BR whip	12	$ 32.00	$ 384.00
Ponderosa Pine	4' BB	38	$215.00	$ 8,170.00
Contender Peach	#5 container	10	$62.00	$ 620.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
TOTAL COST OF PLANT MATERIALS				$ 10,841.00

Community must follow a three-year maintenance requirement. Reference Supporting Documents.

No person may engage in the business nor act in the capacity of a contractor within the State of North Dakota when the cost, value, or price per job exceeds the sum of four thousand dollars without first having a license. (NDCC 43-07-02).

D. Contracted Planting Services. List the estimated labor cost for planting services: $ 0.00

PROJECT BUDGET ESTIMATES

At least 50% of the total cost of the project must be contributed by the applicant in the form of cash, services, and/or in-kind contributions.

PROJECT EXPENSES	APPLICANT IN-KIND MATCH	APPLICANT CASH MATCH	GRANT FUNDS	TOTAL
Labor 1	$ 11,200.00		NOT ALLOWED	A+B=D $ 11,200.00
Equipment 2	$ 400.00		NOT ALLOWED	A+B=D $ 400.00
Site Preparation 3		$ 0.00		A+B+C=D $ 0.00
Supplies 4	$ 5,200.00			A+B+C=D $ 5,200.00
Plant Materials 5	$ 841.00		$ 10,000.00	A+B+C=D $ 10,841.00
Contracted Planting Services 6				A+B+C=D $ 0.00
TOTAL 7	Sum 1- $ 17,641.00	Sum 1- $ 0.00	Sum $ 10,000.00	Sum D1-D = $ 27,641.00

Applicant's In-Kind Match Contribution (A7) $ 17,641.00

Applicant's Cash Match Contribution (B7) $ 0.00

Grant Funds Requested (may not be more than maximum allowable grant award) (C7) $ 10,000.00

Total Project Cost (D7) $ 27,641.00

CHECK LIST - Please check appropriate boxes

☑ Include one (1) copy of your community's **Tree Ordinance** with the original application. If your community does not have a tree ordinance, a pledge is required to develop one. See page 9 at the asterisk* located above the signature line. (Not required for Tree City USAs, we have one on file.

☑ Please indicate here if you are a **Tree City USA**.

Proposed Projects
Mail the ORIGINAL application and seven (7) copies (8 TOTAL) of the following:

☑ Completed application.

☑ Photographs of proposed project site.

☑ Vicinity maps indicating location of project;
1. A map identifying project location within the city; and
2. A map of the project location identifying highways, streets, and properties surrounding the project (residential, business, education, etc.) See examples in Supporting documents.

☑ Project design plan. (Examples in Supporting Documents.)

Project grant funds are distributed on a reimbursement basis. Reimbursement requests must be submitted for payment at the completion of the project and only upon passing inspection by NDFS Community Forestry Staff. Proof of payment in the form of cleared checks or receipts showing payment by a credit card are required to be submitted with reimbursement documents. All reimbursement documents must be received by NDFS no later than October 31, 2020.

Project expenses for which you seek reimbursement must be incurred AFTER a contract is signed by the State Forester.

AUTHORIZING SIGNATURE

By signing below, I certify that to the best of my knowledge the information is true. I acknowledge that I am authorized to commit funding and accept America the Beautiful Tree Planting Grant Funds for this project if approved by ND Community Forestry Council and the State Forester.

☐ * Our community does not have a tree ordinance; we pledge to develop one and present it for approval to the appropriate local government officials. Once approved, a copy of the ordinance will be sent to the ND Forest Service. This must be done before reimbursement will be made to the community.

James Landenberger	Manager		4.25.19
Print Name	*Print Title*	*Authorized Signature*	*Date*

Mail ORIGINAL application and seven (7) copies (8 TOTAL) of the following:

1. Completed application
2. Photographs of proposed project site
3. Vicinity maps indicating location of project
4. Project design plan

Include **one (1) copy** of your community's **Tree Ordinance** with the original application only. No need to include with the seven copies of the application.

Application must be postmarked no later than Tuesday, April 30, 2019.

Mail to:
Community Forestry Grants
North Dakota Forest Service
916 East Interstate Ave Suite 4
Bismarck, ND 58503-1227

USDA "In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity
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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/omplaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2)fax: (202)690-7442; or(3)email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender."

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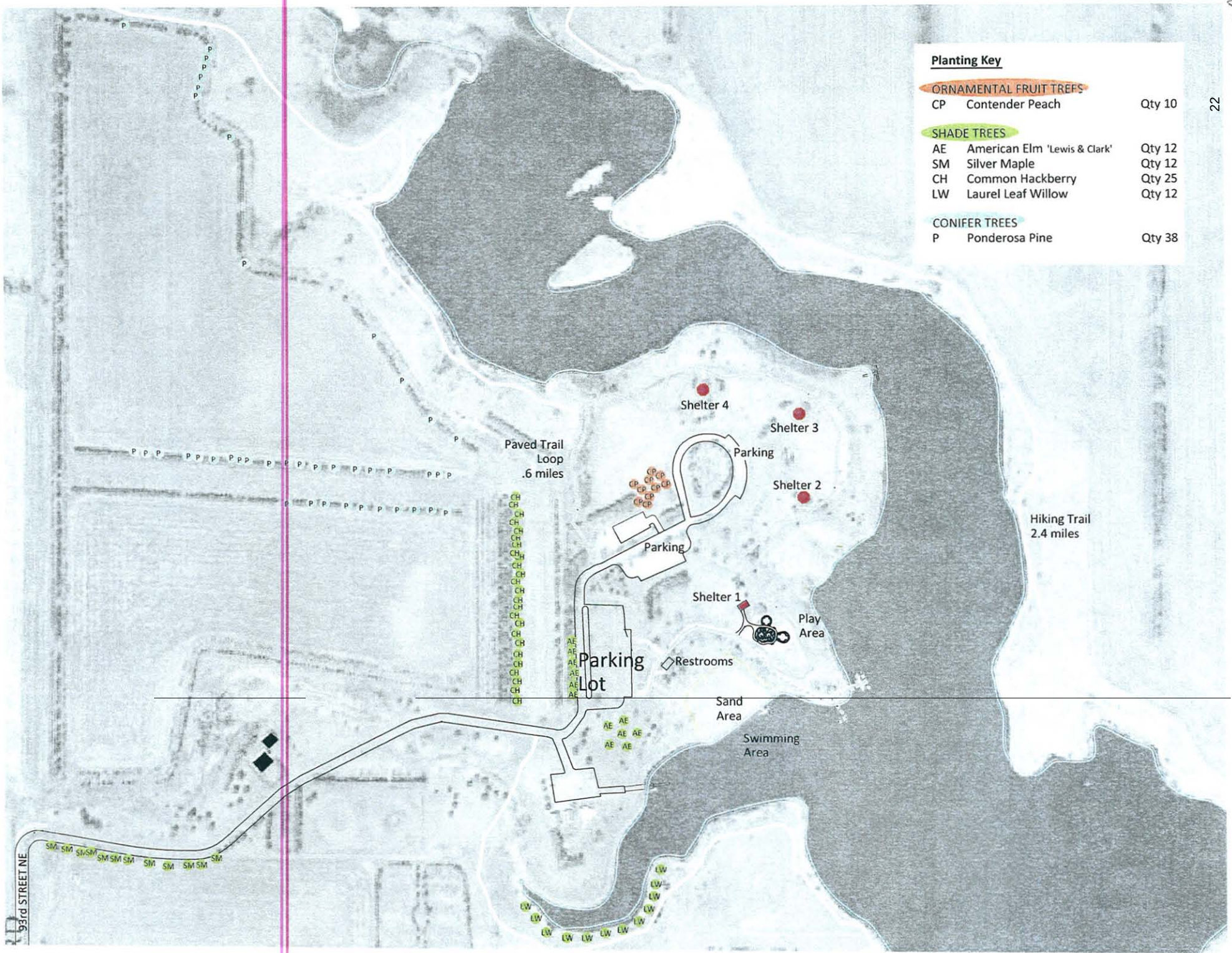
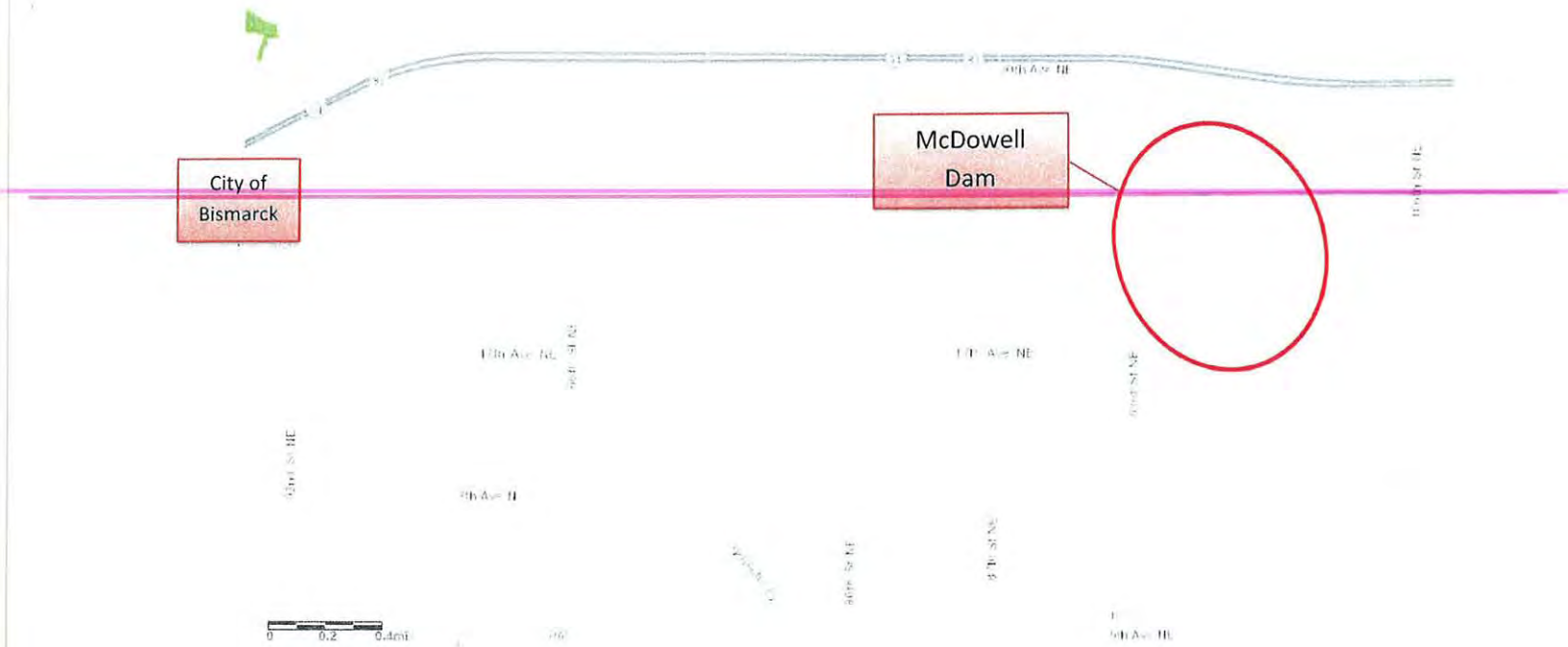
201, 701-231-7708, ndsu.eoaa@ndsu.edu.

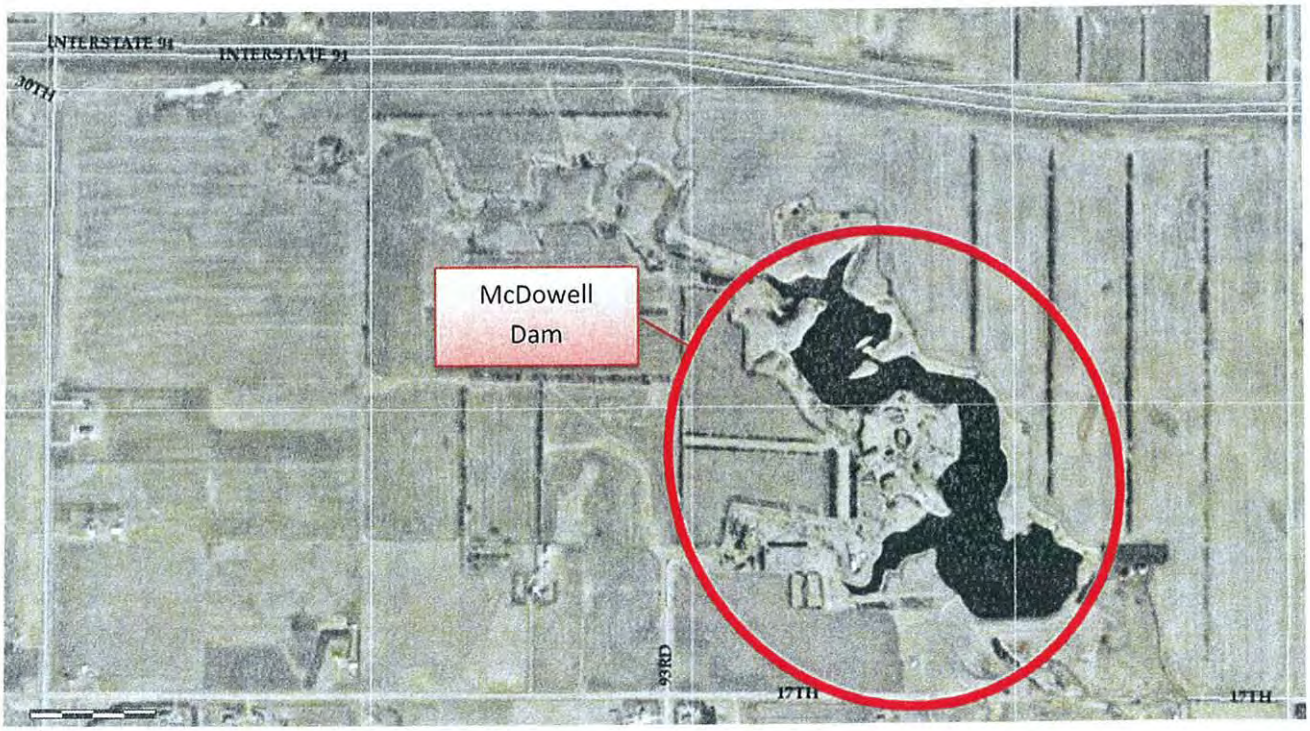
This publication is available in alternative formats upon request by calling (701) 328-9944.


Planting Key
ORNAMENTAL FRUIT TREES
CP Contender Peach Qty 10
SHADE TREES
AE American Elm 'Lewis & Clark' Qty 12
SM Silver Maple Qty 12
CH Common Hackberry Qty 25
LW Laurel Leaf Willow Qty 12
CONIFER TREES
P Ponderosa Pine Qty 38
Shelter 4
Shelter 3
Shelter 2
Shelter 1
Parking
Parking
Paved Trail
Loop
.6 miles
Hiking Trail
2.4 miles
Play
Area
Parking
Lot
Restrooms
Sand
Area
Swimming
Area
93rd STREET NE

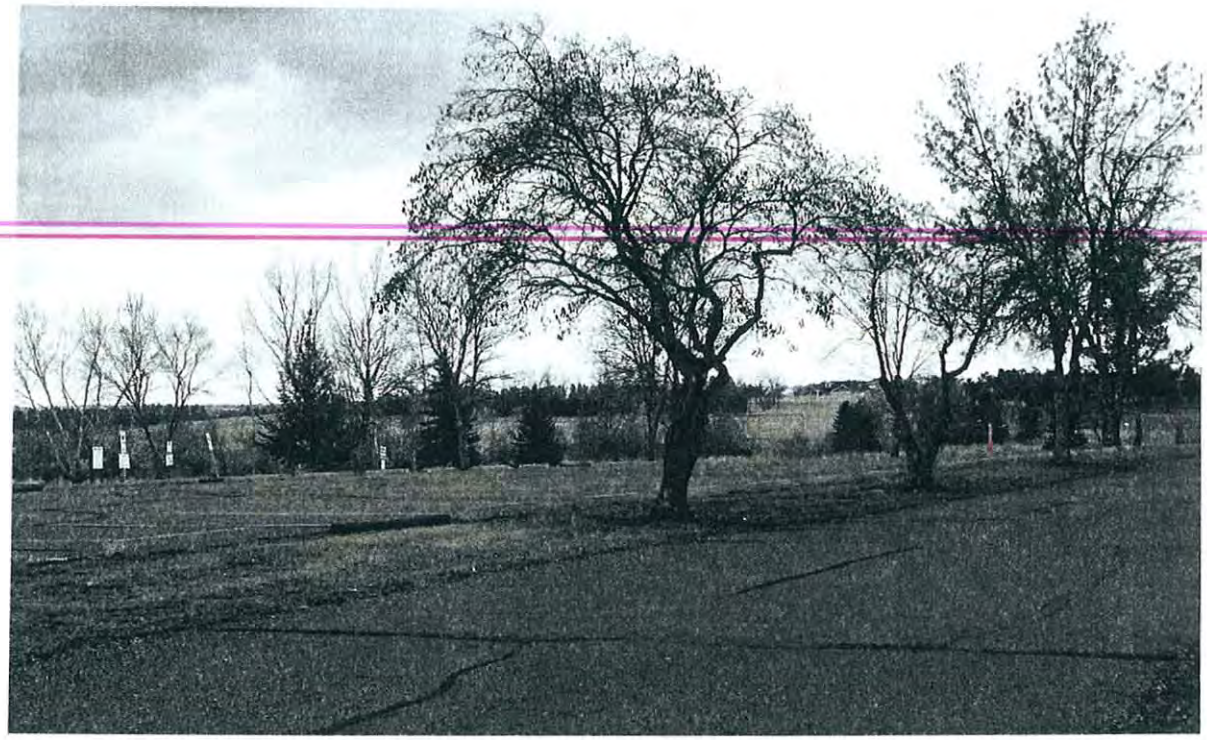
Location Map



Vicinity Map

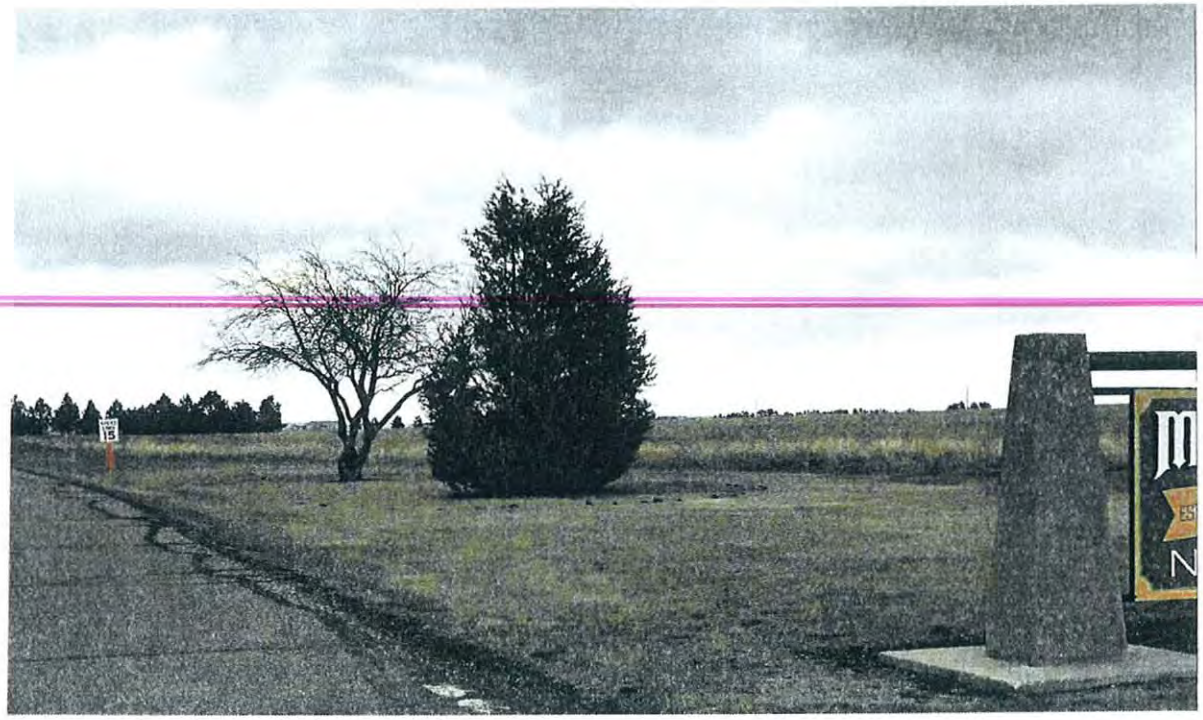


Existing Conditions – photos



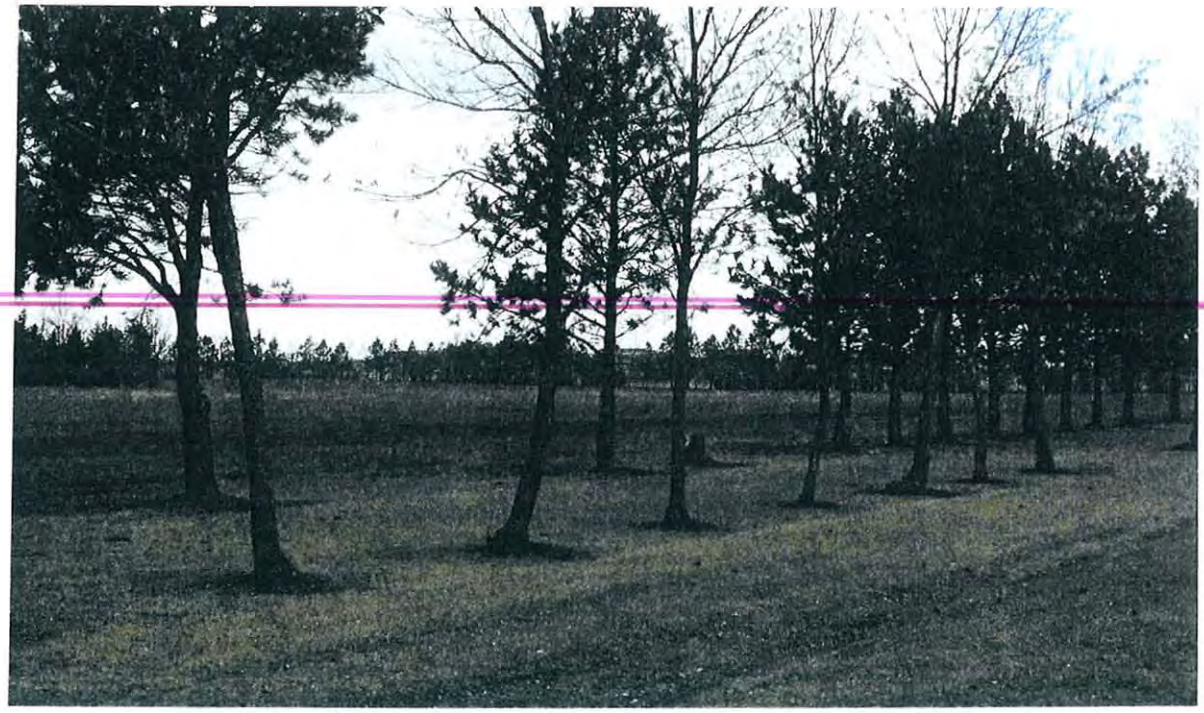
Proposed area for Elm trees to fill in gaps

Proposed area for Elm trees to provide cover and shade



Proposed location for Maple tree row

Proposed location for Willow trees to provide cover and shade



Ponderosa Pine to fill in gaps for screening

Hackberry to fill in poplar row for screening

Planting Detail

Central leader. (See crown observations detail).

Top of root ball shall be flush with finished grade.

Trunk caliper shall meet ANSI Z60 current edition for root ball size.

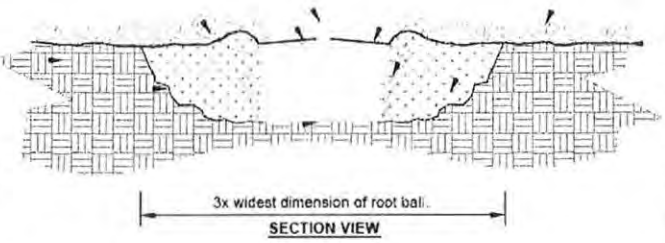
Root ball modified as required.

Round-topped soil berm 4" high x 8" wide above root ball surface shall be constructed around the root ball. Berm shall begin at root ball periphery.

Existing soil.

Slope sides of loosened soil.

Bottom of root ball rests on existing or recompacted soil.



SECTION VIEW

Prior to mulching, lightly tamp soil around the root ball in 6" lifts to brace tree. Do not over compact. When the planting hole has been backfilled, pour water around the root ball to settle the soil.

Loosened soil. Dig and turn the soil to reduce compaction to the area and depth shown.

4" layer of mulch. No more than 1" of mulch on top of root ball. (See specifications for mulch).

Finished grade.

Notes:
1- Trees shall be of quality prescribed in crown observations and root observations details and specifications.

2- See specifications for further requirements related to this detail.

URBAN TREE FOUNDATION © 2014
OPEN SOURCE FREE TO USE

P-X TREE w/ BERM (EXISTING SOIL NOT MODIFIED)

TITLE 13
TREES AND VEGETATION

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CHAPTER 13-01. DEFINITIONS

13-01-01. Definitions. For the purposes of this title and unless the context or subject matter otherwise requires:

1. "Advisory board" means the forestry advisory board.

2. "Board" means the board of city commissioners.

3. "Boulevard" is that part of a street or highway lying between the property line and that portion of the street or highway used for vehicular traffic.

4. "City weed board" means members of the board of city commissioners, acting as such.

5. "Commercial tree trimming" means the spraying,

fertilization, trimming, removal, cutting above ground, treating or otherwise preserving of trees or shrubs for another person for hire or other valuable consideration.

6. "Control" means to prevent the spread of any noxious weeds, designated by the weed control officer, by seed or any other propagating part.

7. "Control authority" means the weed control officer and his assistants, and the board of city commissioners.

8. "Eradicate or eradication" means to destroy a plant so that it is not viable.

9. "Forestry department" is the designated department of the City of Bismarck under whose Jurisdiction the trees on street rights-of-way and on other public places fall.

10. "Landowner" means any owner of federal, state, municipal or private land, under statutory authority or otherwise, but does not include a lessee, renter, tenant, operator or an owner of any easement or right-of-way.

11. "Noxious weed" means any plant propagated by either seed or vegetative parts which is determined by the weed control officer after consulting with the state cooperative extension service, or the city weed board after consulting with the county extension agent, to be injurious to public health, land or other property.

12. "Operator" means the person chiefly responsible for or in possession of the land, whether for self-benefit, or for the benefit of the landowner or another.

13. "Person" means any individual, partnership, firm, corporation, company, society, association, the state, or any department, agency or subdivision thereof, or any other entity.

14. "Property line" shall mean the outer edge of a street right-of-way.

15. "Property owner" shall mean the person owning such property pursuant to state law, and is shown by the Burleigh County, North Dakota Register of Deeds.

16. "Public nuisance" means any dangerous or unsafe trees or portions thereof; any trees encroaching on public sidewalks or impeding vehicular travel on the streets in violation of standards set by the City Forester pursuant to

Section 13-02-01(3); any trees located in the sight triangle in violation of Section 14-03-05(3); and any tree harboring insect or disease organisms of a contagious and fatal nature which pose a serious threat to surrounding trees if not immediately removed and disposed of, or treated with proper arboricultural procedure.

17. "Public property" shall include all other grounds owned by the City of Bismarck and the Bismarck Park District.

18. "Street or highway" means the entire width of every public way or right-of-way when any part thereof is open to the use of the public, as a matter or right, for purposes of vehicular and pedestrian traffic.

19. "Trees" shall mean all shade and ornamental trees and all shrubs and all other beautification or landscape plantings on any public or private property.

(Ord. 5143, 11-27-01)

CHAPTER 13-02. CITY FORESTER; TREES; REGULATIONS

13-02-01. City Forester.

1. There is created the position of city forester who shall be appointed in accordance with the personnel practices of the City of Bismarck and the Bismarck Park District who shall function in that capacity for both the City of Bismarck and the Bismarck Park District.

2. The city forester shall direct, regulate and control the planting, maintenance, protection and removal of all trees on any street or other public place in the City of Bismarck and shall enforce this chapter.

3. The authority and Jurisdiction of the city forester is as follows:

a. The city forester has the authority and Jurisdiction, through the board, to regulate the planting, maintenance, protection and removal of all trees on streets and other public places to ensure safety or preserve the esthetics of streets and public places.

b. The city forester has the authority to promulgate, with the approval of the advisory board, the rules and regulations of the arboricultural specifications and standards of practice governing the planting, maintenance, protection and removal of trees, as specified on the streets and public areas of the City of Bismarck.

c. The city forester has the authority to supervise all work done under any permit, license or certificate issued in accord with the terms of this article.

d. The city forester has the authority to establish reasonable conditions to the granting of permits, licenses and certificates in accord with the terms of this article.

e. The city forester has the authority to provide advice and information regarding trees located on private property and to charge a fee for providing those services.

(Ord. 4962, 01-26-99)

13-02-02. Forestry Department. There is authorized a forestry department for the City of Bismarck which consists of the city forester and such assistants as may be further authorized by the board in order to accomplish the objectives of this chapter.

13-02-03. Funding. Forestry department costs for planting, maintenance, protection and removal of trees shall be borne out of a fund established for that purpose and all monies received through assessments, or from the City of Bismarck, or from the Bismarck Park District, or from other sources for the planting, maintenance, protection and removal of trees, shall be credited to that fund.

13-02-04. Forestry Advisory Board.

1. There is created a commission to be known and designated as the forestry advisory board which is composed of one member of the board of city commissioners appointed by the mayor, one member of the park district board appointed by the president of that body and eight citizens who shall reside in or own property in the City of Bismarck and shall be appointed from at large by the mayor, for a term of four years. Ex officio members of the forestry advisory board shall be the director of parks and recreation and the city forester.

2. The duties of the forestry advisory board are:

a. To advise and assist the city forester in the selection, planting, maintenance, protection and removal of trees on streets, in parks and on other public property in the City.

b. To advise and assist the city forester in the enforcement of this chapter.

c. To make recommendations from time to time to the city forester as to desirable legislation concerning the selection, planting, maintenance, protection and removal of trees on streets, in parks and on other public places in the City of Bismarck and the Bismarck Park District, North Dakota.

(Ord. 4128, 2-24-87; Ord. 5182, 05-28-02)

13-02-05. Commercial Arborist's License Required.

1. It is unlawful for any person to do commercial tree pruning or removal within the City without a commercial license to do so, except if such person is part of a crew or group working under the direct and immediate supervision of the holder of a commercial license.

2. A license to do commercial tree pruning shall be issued by the city forester to each applicant who can demonstrate competence in the form of an arborist's certificate issued by the city forester or the International Society of Arboriculture, and who has in effect at the time of the application and for the duration of the license general liability insurance in the amounts of $500,000.00 property damage and bodily injury for one person, and $1,000,000.00 aggregate for each occurrence. The license shall expire at the end of the calendar year, or at such time as the required liability insurance shall cease to be in effect, or if the arborist's certificate is revoked, and may be renewed subject to the above conditions.

3. The city forester, with the approval of the advisory board, shall set the annual fee for a commercial arborist's license, which shall be paid when the license is issued.

(Ord. 4962, 01-26-99; Ord. 5238, 04-08-03)

13-02-06. Arborist's Certificate.

1. An arborist's certificate shall be issued to each applicant who shall first pass such arboricultural tests and examinations as are deemed necessary and advisable by the city forester to satisfactorily demonstrate a reasonable level of competence in this area or who has a valid arborist's certificate issued by the International Society of Arboriculture, and who is not currently under penalty for the violation of provisions of this chapter. The arborist's certificate shall be effective indefinitely unless revoked by the city forester.

a. The city forester, with the approval of the advisory board, shall establish and charge a reasonable fee for testing.

b. If an applicant for an arborist's certificate fails the test, he or she may not retake the test for a period of 90 days and upon re-testing the applicant must again pay the testing fee.

2. The arborist's certificate may be revoked by the city forester should the holder of an arborist's certificate be found to have violated the provisions of this chapter. Revocation shall be for a period of one year in the first instance, two years in the second instance, and in the third instance revocation shall be permanent.

3. At any time a certificate is revoked by the city forester, notice of the proposed action and notification of a right to a hearing before the board of city commissioners shall be served on the person holding the certificate. Any person served with notice shall have the right to a hearing before the board of city commissioners upon written request filed within five days as provided by section 13-02-13.

(Ord. 4355, 1-15-91; Ord. 4962, 01-26-99)

13-02-07. Permits Required.

1. No person may plant or spray, fertilize, preserve, prune, remove, cut above or below ground or otherwise disturb in any major way any tree on any street; in any park or on any public property without first filing an application and procuring a permit from the city forester. The person receiving the permit shall abide by the arboricultural specifications and standards of practices adopted by the city forester. Applications for permits must be made at the office of the city forester not less than 48 hours in advance of the time the work is to be done.

2. The city forester shall issue the permit if in his judgment the proposed work is desirable and the proposed method and workmanship thereof are of a satisfactory nature. Any permit issued shall contain a definite date of expiration and the work shall be completed in the time allowed on the permit and in the manner as therein described. Notice of completion must be given within five days to the city forester for his inspection.

3. The permit application shall, if applicable, state the number of trees to be set out, location, the grade, the species, cultivar, or variety of each tree, the method of planting, and such other information as the city forester shall find reasonably necessary to a fair

determination of whether a permit should be issued.

4. The permit application shall, if applicable, state the number and kinds of trees to be sprayed, fertilized, pruned or otherwise preserved, the kind of treatment to be administered, the composition of the spray material to be applied and other such information as the city forester shall find reasonably necessary to a fair determination of whether a permit should be issued.

13-02-08. Removal, Planting and Replacement. The following provisions govern the removal, replanting and replacement of trees within the city:

1. If any tree is planted or set out in conflict with the provisions of this chapter, the city forester shall remove or cause to be removed the offending tree and the cost thereof shall be assessed to the property in the manner provided for special assessments.

2. If it is necessary for the city to remove a tree or trees from a boulevard in connection with improvements of the portion of street or highway used for vehicular traffic, the City shall replant the trees or replace them, provided that conditions permit. If conditions prevent planting on the boulevards, this requirement will be satisfied if any equivalent number of trees are planted in an attractive manner on the adjoining property.

3. No person may remove a tree from the boulevard for the purpose of construction, or for any other reason, other than removal of an immediate hazardous or dangerous condition, without first filing an application and procuring a permit from the city forester, and without replacing the removed tree in accordance with the adopted arboricultural specifications and standards of practice. The replacements shall meet the standards of size, species and replacement as provided for in the permit issued by the city forester. The cost of removal and replacement shall be borne by the property owner.

4. If any part or the whole of any tree on private premises is found after proper investigation to be dangerous or unsafe, or otherwise constitute a public nuisance, the city forester shall declare the tree or portion thereof a public nuisance and cause the nuisance to be abated pursuant to Section 13-02-14.

(Ord. 4962, 01-26-99)

13-02-09. Abuse or Mutilation of Trees. Unless specifically authorized by the city forester, no person may intentionally damage, cut, carve, transplant, or remove any tree within any right-of-way or other public property, attach any rope, wire,

nails, advertising posters or other contrivance to any tree, allow any gaseous liquid or solid substance which is harmful to trees to come in contact with them, or set fire or permit any fire to burn when the fire or the heat thereof will injure any portion of any tree.

13-02-10. Deadwood; firewood. No person, unless authorized by the City forester, may take or remove any firewood or any part of a dead or dying tree from any public property.

13-02-11. Protection of Trees During Construction. All trees on any right-of-way or on any other public property near any excavation or construction of any building, structure, or street work must be guarded with a good substantial fence, frame or box not less than four feet high and eight feet square or at a distance in feet from the trunk of the tree equal to the diameter of the trunk in inches at four feet from ground level, whichever is greater, and all building material, soil and other debris shall be kept outside the barrier except where otherwise specified by the city forester in writing. No person may excavate any ditches, tunnels, or trenches within a radius of one foot for each diameter inch of the trunk at four feet above ground line from any tree within any right-of-way or public property without first obtaining written permission from the city forester. No person shall excavate or install a driveway within 10 feet from any tree within any right-of-way or public property without first obtaining written permission from the city forester.
(Ord. 4962, 01-26-99)

13-02-12. Prohibited Trees. No person may plant on private premises any of those selections and species of the Genus Populus producing the pistillate flowers and bearing the "cotton" filled seed capsules, with the exception of aspen (Populus tremuloides) or any Ulmis pumila or Siberian Elms, not including cultivars or crosses, which shall be considered a public nuisance and are hereby declared unlawful.
(Ord. 4962, 01-26-99)

13-02-13. Street Tree Maintenance and Planting. All tree planting and maintenance upon street rights-of-way shall be signed in accordance with Title 12.

13-02-14. Enforcement.

1. Whenever the city forester determines a tree to be a public nuisance or in violation of this chapter, he shall give written notification in person or by certified mail to the owner and order that it be abated within ten days of receipt of notice and order, provided, however, that if the tree is an imminent danger to the traveling public or property of others, the city forester may proceed according to subsection 5.

2. All notices and orders issued pursuant to this chapter are subject to appeal to the board of city commissioners upon written notice of appeal filed within ten days of issuance of the notice and order. If an appeal is not filed within ten days, the order of the city forester shall be final. An appeal stays an order issued pursuant to subsection 1.

3. Upon receipt of the notice of appeal the board shall set a date for a hearing within twenty days of receipt of the notice of appeal. Notice of time and place for the hearing must be served upon the owner by certified mail or in person not less than five days prior to the hearing. The decision of the board is final.

4. Any person who fails to comply with a final order of the city forester or the board is guilty of an ordinance violation. The city forester is authorized to abate the public nuisance at the cities' expense, and have the costs assessed against the property, if any person fails to comply with an order of the city forester or board of city commissioners.

5. Whenever the city forester determines a tree to be public nuisance or in violation of this chapter and an imminent danger to life or property, he shall give written notification in person or by certified mail to the owner and order that it be abated within twenty-four hours of the notice and order. If the owner fails to comply within the required time, the city forester is authorized to abate the public nuisance pursuant to subsection 4. The owner may file a written notice of appeal protesting the assessment of costs within ten days of issuance of the order, and the board shall set a date for a hearing pursuant to subsection 3. Upon determination by the board that a tree was a public nuisance or in violation of this chapter and an imminent danger to life or property, the costs to abate the nuisance may be assessed to the owner; otherwise, the costs shall be borne by the city. Whenever it is impractical to notify a property owner pursuant to this subsection, the city forester is authorized to immediately cause a public nuisance or violation of this chapter which is an imminent danger to life or property to be abated at the expense of the city without notice.

6 Whenever necessary for efficient snow removal operations or other necessary maintenance and repair of public rights-of-way, the city forester may immediately cause a public nuisance or violation of this chapter to be abated at the expense of the city without notice.

(Ord. 4146, 4-28-87; Ord. 4190, 1-05-88)

CHAPTER 13-03 (WEED CONTROL)

13-03-01. Authority.

1. The City Forester shall have the duties and authority as provided by this section.

2. All weeds, tall grasses exceeding (8) eight inches in height, and unhealthy vegetation exceeding eight (8) inches in height growing within the limits of the city are hereby declared to be a public nuisance. It shall be the duty of every person owning, occupying, or in charge of any premises, lot or parcel of land in the city to keep that premises, parcel or lot, including the adjacent rights-of-way, berms and boulevards free from all weeds, long grasses and unhealthy vegetation by cutting or destroying them at all times during the growing season. Medians separating street sections shall not be included in the requirements of this section.

3. "Weeds" as used in this chapter shall include all weeds contained in North Dakota Administrative Code Section 7-06-01-02 as it defines "noxious weeds."

4. "Tall grasses" shall mean all weeds not contained in North Dakota Administrative Code Section 7-06-01-02 in excess of eight (8) inches in height and all grasses in excess of eight (8) inches in height. Tall grasses may be used for ornamental plantings subject to the following conditions:

a. Tall grasses may not be used as lawn cover.

b. Tall grasses may not be planted on the public right-of-way without the written permission of the city traffic engineer.

c. Tall grasses may not be planted or maintained within a sight triangle, as defined by Section 14-02-03, in excess of thirty-six (36) inches in height above the adjacent curb level.

d. Plantings of tall grasses must be maintained in a weed free condition.

5. "Unhealthy vegetation" shall include, but not be limited to the following:

a. Volunteer trees capable of being cut with mowing equipment.

b. Ornamental plantings overgrown with weeds.

(Ord. 5487, 03-14-06; Ord. 5715, 04-28-09); (Ord. 6039, 04-08-14; Ord. 6156, 10-13-15; Ord. 6202, 04-26-16)

13-03-02. Control/Duty. It is the duty of every person owning, occupying or in charge of any premises, lot or parcel of land to cut, eradicate or control any weeds, tall grasses exceeding (8) eight inches in height, and unhealthy vegetation exceeding eight (8) inches in height, to prevent them from becoming a public nuisance.
(Ord. 6039, 04-08-14)

13-03-03. Notice by Publication of Ordinance. It shall be the duty of the City Forester to cause a notice of the contents of this chapter to be published in the official newspaper of the City once within three days of May 1 and May 15 and once again within three days of June 15 and July 1. These publications shall serve as notice to all landowners, occupants or persons in charge of land of the requirements of this chapter. These publications shall also serve as the official notice to property owners to cut weeds, tall grass and unhealthy vegetation. Other methods of notification, such as the media and City of Bismarck's website may also be used to notify landowner, occupants or persons in charge to control weeds, tall grass and unhealthy vegetation.
(Ord. 5487, 03-14-06); (Ord. 6039, 04-08-14; Ord. 6156, 10-13-15; Ord. 6202, 04-26-16)

13-03-04. Eradication, Cutting or Control of Weeds, Tall Grasses and Unhealthy Vegetation by the City Forester. At a minimum, all property shall be mowed by June 1, mowed again by July 1, mowed again by August 1 and, if necessary, mowed again by September 1 of each year to comply with the provisions of this chapter. The City Forester may order more frequent cuttings, eradications or controlling of weeds, tall grass and unhealthy vegetation if necessary for compliance with this chapter and such notice may be given in person, via telephone or by letter.

1. Whenever any person, firm or corporation owning, occupying or in charge of any premises, lot, or parcel of land within the city, shall fail, neglect or refuse to mow the property at least once by June 1, again by July 1 and again by August 1 of each year in accordance with the provisions of this section or shall fail to eradicate, cut or control weeds, tall grasses or unhealthy vegetation within 7 days of receipt of notice from the City Forester, the City Forester shall order the nuisance to be abated by eradicating, cutting or controlling the weeds, tall grasses or unhealthy vegetation in a manner as specified by the City Forester, if the City Forester has first complied with the notice requirements of this Section and Section 13-03-03.

A person, firm or corporation notified of impending City action may cause the eradication, cutting or control of the weeds, tall grasses or unhealthy vegetation at any

time before the City eradicates, cuts or controls the weeds, tall grasses or unhealthy vegetation located on the property or may appeal the order of the City Forester in writing to the Office of City Administration within five (5) days of receipt of notice or posting of notice from the City Forester to eradicate, cut or control the weeds, tall grasses or unhealthy vegetation. The appeal shall be heard by the Board of City Commissioners at their next scheduled meeting.

(Ord. 5487, 03-14-06); (Ord. 6039, 04-08-14; Ord. 6156, 10-13-15; Ord. 6202, 04-26-16)

13-03-04.1. Exemptions From Cutting or Mowing.. A property may be exempt from the cutting or mowing requirements listed in this Chapter if such exemption is approved by the City Forester based upon his/her conclusion that an exemption is warranted due to safety concerns, environmental concerns, aesthetic benefits or economic efficiency. Conditions or situations in which such an exemption may be granted shall include but not be limited to property that:

1. Cannot be safely mowed.

2. Is highly erodible.

3. Is undevelopable.

4. Is located in an undisturbed natural area.

5. Is densely wooded.

6. Is too wet to mow, such as marsh, wetland or storm water drainage, pond, or feature, either natural or man-made.

7. Is zoned agricultural or is legally used for bona-fide agricultural practices.

(Ord. 6039, 04-08-14; Ord. 6156, 10-13-15; Ord. 6202, 04-26-16)

13-03-05. Costs Assessed Against Property. When the City has affected the eradication, cutting or control of weeds, tall grasses or unhealthy vegetation, or has contracted for and paid for the eradication, cutting or control of the weeds, tall grasses or unhealthy vegetation, the actual cost thereof, including an administrative fee as approved by the city commission, if not paid by the owner, must be charged and assessed against the property upon which the weeds, tall grasses or unhealthy vegetation were eradicated, cut or controlled. An assessment list showing the costs against each lot or tracts to be assessed shall be prepared as are other special assessment lists and shall be approved by the Board of City Commissioners. All procedures under state law for certification, appeal, payment and collection of special assessments shall apply.

(Ord. 6039, 04-08-14)

13-03-06. Cooperation. Nothing in this chapter shall in any way affect the City's ability to levy for weed and tall grass control nor prevent the City from contracting with or cooperating with any other board or jurisdiction for the control of weeds, tall grasses or unhealthy vegetation. The City Forester may delegate all or some of the duties required under this section to a member or members of the Public Works staff.

Source: Home Rule Charter for the City of Bismarck, Article 3 and NDCC Chapter 63-01.1; (Ord. 6039, 04-08-14; Ord. 6156, 10-13-15; Ord. 6202, 04-26-16)

BURLEIGH COUNTY WATER RESOURCE DISTRICT
McDowell Dam Revenue

Bismarck Parks & Recreation District
400 E. Front Ave
Bismarck, ND 58504

January 1 - March 31, 2019

Date Submitted: 4/8/2019

Boat Rentals	$	-
Cash Over/(Short)		-
Shelter Permits		146.00
Less: Refunds		-
Total Revenue - Year to Date	$	146.00
Less Previous Revenue Reimbursement:	$	-
Total Revenue Due	$	146.00

Burleigh County Water Resource District (BCWRD)
Profit & Loss
January through April 2019

	Jan - Apr 19
Income	
31110 · Real Estate Tax	710,870.34
31810 · In Lieu of Tax	382.56
33610 · State Aid Distribution	23,927.92
33810 · Reimbursements	
33810-A · Missouri River Correctional	5,637.54
33810-C · Apple Valley Special Assessment	309.86
33810-E · Country Ridge/Creek	27,087.75
33810-G · Burnt Creek	33,481.53
Total 33810 · Reimbursements	66,516.68
34110 · Operations & Maintenance	
34110-c · Burnt Creek Floodway O&M	27,399.63
Total 34110 · Operations & Maintenance	27,399.63
36110 · Interest	1,370.94
36210 · McDowell Dam Recreation Income	3,386.00
36910 · Misc Revenue	3,447.85
Total Income	837,301.92
Gross Profit	837,301.92
Expense	
111 · Payroll Expenses	12,600.56
111A · Payroll Taxes	-0.04
112 · Management Services	
113 · Accounting Services	1,462.50
112 · Management Services - Other	5,517.88
Total 112 · Management Services	6,980.38
312 · Legal Fees	5,043.60
315 · Engineering Administration	4,000.00
335 · Building Rent	500.00
376 · Dues & Publications	2,075.00
411 · Office Supplies	
411a. Website	127.50
411 · Office Supplies - Other	1,066.58
Total 411 · Office Supplies	1,194.08
904 · McDowell Dam	
904-1 · Engineering Costs	947.50
904-2 · Legal Fees	1,572.00
904-A · Administrative Fee	10,835.20
904 · McDowell Dam - Other	37,340.80
Total 904 · McDowell Dam	50,695.50
910 · Projects	
910C · Sunny View	0.00
910D · MRCC	
910D-3 · Administrative / Other	25,633.00
910D-3a · Interest Expense	4,812.50
Total 910D · MRCC	30,445.50

Burleigh County Water Resource District (BCWRD)
Profit & Loss
January through April 2019

	Jan - Apr 19
910H · Fox Island	
910H-1 · Engineering Costs	354,985.12
910H-2 · Legal Fees	1,598.20
Total 910H · Fox Island	356,583.32
910J · Sibley Island	
910J-1 · Engineering	10,625.50
Total 910J · Sibley Island	10,625.50
910N · Hay Creek Pines	
910N-1 · Engineering Costs	2,149.25
Total 910N · Hay Creek Pines	2,149.25
Total 910 · Projects	399,803.57
911 · Misc	200.00
933 · Missouri River General Services	
933-A · Engineering	5,065.50
933-B · Legal Services	4,375.40
Total 933 · Missouri River General Services	9,440.90
937 · Design/Special Assessment	
937A · Apple Valley - Administrative	
937A-3 · Apple Valley Interest	2,260.00
937A · Apple Valley - Administrative - Other	452.50
Total 937A · Apple Valley - Administrative	2,712.50
Total 937 · Design/Special Assessment	2,712.50
940 · Operations & Maintenances	
940A · Burnt Creek Watershed	
940A-1 · Engineering Costs	179.50
Total 940A · Burnt Creek Watershed	179.50
Total 940 · Operations & Maintenances	179.50
960 · Drainage Complaints	
960-1 · Engineering Costs	10,916.25
Total 960 · Drainage Complaints	10,916.25
Total Expense	506,341.80
Net Income	**330,960.12**

Burleigh County Water Resource District (BCWRD)
Balance Sheet
As of May 2, 2019

	May 2, 19
ASSETS	
Current Assets	
Checking/Savings	
American Bank Center Checking	2,051,488.46
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
McDowell Dam (Buffer Zone)	80,000.00
McDowell Dam Fresh Water Intake	10,000.00
McDowell Rent	10,609.00
Missouri River Bank Stabilizati	24,906.33
Designated Reserve Funds - Other	179.57
Total Designated Reserve Funds	369,749.18
Fox Island Flood Control	1,827,393.75
Total Checking/Savings	4,248,631.39
Total Current Assets	4,248,631.39
Fixed Assets	
Accumulated Depreciation	-63,253.00
Physical Inventory	2,157,476.85
Total Fixed Assets	2,094,223.85
TOTAL ASSETS	**6,342,855.24**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 · Payroll Liabilities	968.89
Total Other Current Liabilities	968.89
Total Current Liabilities	968.89
Long Term Liabilities	
232 · Rehab Apple Valley Waste Water	200,000.00
232a · Apple Valley Waste Water	3,000.00
237 · Burnt Creek Floodway	325,000.00
238 · Missouri River Correctional Cen	379,075.00
Total Long Term Liabilities	907,075.00
Total Liabilities	908,043.89
Equity	
30000 · Opening Balance Equity	1,055,603.49
32000 · Retained Earnings	4,048,247.74
Net Income	330,960.12
Total Equity	5,434,811.35
TOTAL LIABILITIES & EQUITY	**6,342,855.24**

American

April 30, 2019

Burleigh County Water Resource District
Gary Larson
1720 Burnt Boat Drive, Suite 205
Bismarck, ND 58503

Dear Gary:

This letter is to certify that at a meeting of the American Bank Center Board of Directors on April 24, 2019 the pledge of securities to the Burleigh County Water Resource District was approved.

The approval of the pledged securities will be reflected in the April 24, 2019 minutes of the Board of Directors. The following information was reviewed as of March 31, 2019.

Deposits	$4,618,001
Required Pledges	$4,804,801
Par Value Pledged	$5,225,000
Market Value as of March	$5,361,632

If you have any questions, please contact me at 483-3241.

Sincerely,

Rhonda Maher
Finance Support
American Bank Center
140 1st Avenue West
Dickinson, ND 58601
701-483-3241
rmaher@weareamerican.com

BCWRD Invoices
5-8-19

Name	Project	Invoice	Amount
Bismarck Parks and Rec	March Service	1082	$9,883.84
Bismarck Parks and Rec	March Admin Fee	1082	$2,470.96
Bliss Law Firm	April	19571	$4,441.30
Fronteer Payroll	2018 Year end report completions	435	$415.00
Fronteer Payroll	1st Qtr. Payroll Processing	653	$250.00
Houston Engineering	McDowell Dam	43048	$1,686.00
Houston Engineering	General	43049	$1,000.00
Houston Engineering	Burnt Creek Floodway	43050	$336.00
Houston Engineering	Drainage Complaints	43052	$4,390.38
PMS	Management	6321	$1,500.00
PMS	Bookkeeping	6321	$1,050.00
PMS	Rent	6321	$125.00
PMS	Printing/Supplies/drainage complaints	6321	$431.88
Voices for Lake Oahe	2019 Dues**	2019	$100.00
	Subtotal		$28,080.36
			$0.00
Fox Island Bills			
Bliss Law Firm	Fox Island issues	19571	$995.60
Houston Engineering	Fox Island	43051	$5,656.98
			$6,652.58
	TOTAL		$34,732.94

*April, 2007 Motion to increase Voices membership rate to $100/year

Burleigh County Water Resource District

1720 Burnt Boat Drive, Suite 205
Bismarck, North Dakota 58503
www.bcwrd.org

May 2, 2019

Chris Krein
3405 East Divide Avenue
Bismarck, ND 58501-2586

RE: OBSTRUCTION OF A NATURAL WATERCOURSE AND ILLEGAL DRAIN
N1/2 NW1/4 SECTION 8, T138N R79W
NOTICE AND ORDER FOR OBSTRUCTION REMOVAL COMPLIANCE

Dear Mr. Krein

We have been in contact with the Burleigh County Highway Department who noted that due to wet field conditions along Northgate Drive the new culvert installation is not likely occur until sometime in June. Therefore, the BCWRD is extending your **May 15th** compliance deadline regarding your drainage complaint until **June 30th**. It is our recommendation you complete the work on your drainage channel prior to the culvert installation.

Please you notify me when you start your private compliance measures, so we can complete a site review and validate the work and its completion.

If you have questions, please let us know.

Sincerely,

Rodney Beck

Rodney Beck, Manager
Burleigh County WRD

C: Casey Einrem, Burleigh County Highway Department
Dustin Pavlicek, Landowner

Current Board Members:

Greg Larson, Chairman, Bismarck 400-7217 Dennis Reep, Vice Chairman, Bismarck 223-7052 Rick Detwiler, Secretary/Treasurer, Bismarck 223-8782 Rodney Beck, Bismarck 220-5313 James Landenberger 426-6439

Burleigh County Water Resource District

1720 Burnt Boat Drive, Suite 205
Bismarck, North Dakota 58503
www.bcwrd.org

May 2, 2019

Matthew Koch
4415 Sage Brush Drive
Bismarck, ND 58504

Dear Mr. Koch

Re: Drainage Complaint – 3/22/2019

The Burleigh County Water Resource District (BCWRD) received your drainage complaint and then conducted a site review of current conditions. We also visited with the Burleigh County Highway Department regarding your complaint and downstream conditions. Based on the determination outlined in our letter dated March 20, 2014 nothing has changed and the BCWRD does not have jurisdiction in this matter.

We appreciate your understanding and bringing this issue to our attention. We hope you can work out the details for improved drainage along the platted storm water easement with your neighbor, since that appears to be the most applicable approach to resolve your issue.

If you have questions, please let us know.

Sincerely,

Rodney Beck

Rodney Beck, Manager
Burleigh County WRD

Current Board Members:

Greg Larson, Chairman, Bismarck 400-7217 Dennis Reep, Vice Chairman, Bismarck 223-7052 Rick Detwiler, Secretary/Treasurer, Bismarck 223-8782 Rodney Beck, Bismarck 220-5313 James Landenberger 426-6439

Burleigh County Water Resource District

1720 Burnt Boat Drive, Suite 205
Bismarck, North Dakota 58503
www.bcwrd.org

May 2, 2019

Kirt Pelster
5901 66th Avenue SE
Bismarck, ND 58504

Re: Drainage Complaint - 3/21/2019

Mr. Pelster

The Burleigh County Water Resource District (BCWRD) received your complaint and conducted a site review. Based on our observations it appeared that snow was blocking your private approach culvert and it is likely undersized. The BCWRD does not have jurisdiction in this matter and we encourage you to work with the Burleigh County Highway Department regarding a permit to increase the culvert size, and if necessary reviewing downstream conditions to determine if there are other restrictions to the flows near your residence.

If you have questions, please let us know.

Sincerely,

Rodney Beck

Rodney Beck, Manager
Burleigh County WRD

Current Board Members:

Greg Larson, Chairman, Bismarck 400-7217 Dennis Reep, Vice Chairman, Bismarck 223-7052 Rick Detwiler, Secretary/Treasurer, Bismarck 223-8782 Rodney Beck, Bismarck 220-5313 James Landenberger 426-6439

Emailed 4.8.19

COMPLAINT FOR WATER-RELATED ISSUES

Burleigh County Water Resource District

1720 Burnt Boat Drive Suite 205
Bismarck, ND 58503
Phone: 701.222.3499
www.bcwrd.org

GENERAL INFORMATION

(1) This Complaint must include a map from an actual survey, aerial photo, or topographic map. The size of the map shall be at least 8½ by 11 inches and shall have a north arrow. If, in the opinion of the Water Resource District, the map does not contain enough information to properly evaluate the project, more information may be requested.

(2) The Complaint Is Regarding:

- ☐ Dam, Dike, Or Other Device (North Dakota Century Code (N.D.C.C.) § 61-16.1-53)
- ☒ Drainage (N.D.C.C. § 61-32-07)
- ☒ Obstruction To A Drain/Watercourse (N.D.C.C. § 61-16.1-51)

(3) Water issue is located in which Water Resource District (District)? South Central Regional Water

(4) Legal Description	1/4	1/4	Section	Township	Range
	NE	Section 4	Bleens Block 1 Lot 4	139	80

(5) Approximate Construction Date 1972

(6) Description of the issue lack of Drainage, plugged culverts, Poor design

(7) Is your property impacted? ☒ Yes ☐ No If Yes, number of acres impacted 4.7

Please explain Sewer back-up in the basement. Clean up needs to be done when this happens. Shower drain is not draining need Plumber's to come in and fix this.

Complaint Filed Against	Complaint Filed By
Name (print) Kadrmas Lee + Jackson	Name (print) Nichole marchus
Address 4585 Coleman St	Address 801-79th Ave NE
City Bismarck State ND ZIP Code 58503	City Bismarck State ND ZIP Code 58503
Telephone number (if known) 701-355-8400	Telephone number 701-471-7299

By signing this form I certify (1) that this complaint is made in good faith and not to harass or annoy or for any other improper purpose and (2) that I have been provided a copy of N.D.C.C. § 61-32-07 and N.D.C.C. § 61-16.1-51. I understand that the Board may assess certain costs associated with this complaint under N.D.C.C. § 61-16.1-51 or N.D.C.C. § 61-32-07 if it finds the complaint to be frivolous.

Complainant's Signature: Nichole Marchus

Date 4-4-19

ADDITIONAL SHEETS MAY BE ATTACHED IF NECESSARY

50

BURLEIGH COUNTY Water Resource DISTRICT

Burleigh County Water Resource District

1720 Burnt Boat Drive, Suite 205
Bismarck, North Dakota 58503
www.bcwrd.org

COPY

April 15, 2019

Peter & Gretchen Masset
3432 Gallatin Dr
Bismarck, ND 58504

Re: Fox Island Flood Control Project – Temporary Construction Easement
Lot 25 Block 1, Fox Island Subdivision, Burleigh County, North Dakota

Dear Peter & Gretchen:

As a property owner located along the Fox Island Flood Control Project roadway grade raise the Burleigh County Water Resource District (BCWRD) sent you a "*Final Notice*" letter dated March 19, 2018. This notice outlined conditions under which the BCWRD would no longer construct or contribute to driveway modifications outside the township road right-of-way (ROW). This also relates to coordinating the removal and/or relocation of unpermitted features placed within the ROW. These items were part of discussions regarding the receipt and issuance of temporary construction easements. Several residents, after receiving the *Final Notice* signed those easements, some with the advice of legal counsel.

You recently sent the BCWRD a signed temporary construction easement for the above referenced property. Pursuant to our March 19, 2018 *Final Notice* there will be no reimbursement or consideration for costs associated with work outside the ROW. These expenses will no longer be borne by the Fox Island Flood Control Project. Therefore, in accordance, with the BCWRD's directive the deadline has passed, and these costs are your responsibility. We contacted Northern Improvement Company, (NIC) and they were informed the BCWRD would allow them to complete work outside the ROW under a separate agreement with you. Your other option is to secure your own contractor to complete this work and have them coordinate the connections and grading with NIC.

While our position was previously outlined our intent with this letter is to restate that determination, and in fairness allow you to rescind your temporary construction easement, should you elect to do so. Please advise us of your decision by May 1, 2019, otherwise we will consider the easement valid and proceed with construction accordingly. Again, the BCWRD will not participate in the costs for any work outside the ROW, including the relocation of trees, sprinkler systems or other unpermitted features.

Respectfully,

James Landenberger, Manager

C: David Bliss, Bliss Law
Nic Cullen, PE, Houston Engineering
Jason Irey, Northern Improvement, Inc.

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 James Landenberger 426-6439

BURLEIGH COUNTY Water Resource DISTRICT

Burleigh County Water Resource District

1720 Burnt Boat Drive, Suite 205
Bismarck, North Dakota 58503
www.bcwrd.org

COPY

April 15, 2019

Tim & Stacy Clausnitzer
3367 Gallatin Dr
Bismarck, ND 58504

Re: Fox Island Flood Control Project – Temporary Construction Easement
Lot 17 Block 1, Fox Island Subdivision, Burleigh County, North Dakota

Dear Tim & Stacy:

As a property owner located along the Fox Island Flood Control Project roadway grade raise the Burleigh County Water Resource District (BCWRD) sent you a "*Final Notice*" letter dated March 19, 2018. This notice outlined conditions under which the BCWRD would no longer construct or contribute to driveway modifications outside the township road right-of-way (ROW). This also relates to coordinating the removal and/or relocation of unpermitted features placed within the ROW. These items were part of discussions regarding the receipt and issuance of temporary construction easements. Several residents, after receiving the *Final Notice* signed those easements, some with the advice of legal counsel.

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While our position was previously outlined our intent with this letter is to restate that determination, and in fairness allow you to rescind your temporary construction easement, should you elect to do so. Please advise us of your decision by May 1, 2019, otherwise we will consider the easement valid and proceed with construction accordingly. Again, the BCWRD will not participate in the costs for any work outside the ROW, including the relocation of trees, sprinkler systems or other unpermitted features.

Respectfully,

James Landenberger, Manager

C: David Bliss, Bliss Law
Nic Cullen, PE, Houston Engineering
Jason Irey, Northern Improvement, Inc.

Current Board Members:
Greg Larson, Chairman, Bismarck 400-7217 Dennis Reep, Vice Chairman, Bismarck 223-7052 Rick Detwiler, Secretary/Treasurer, Bismarck 223-8782 Rodney Beck, Bismarck 220-5313 James Landenberger 426-6439

BURLEIGH COUNTY Water Resource DISTRICT

Burleigh County Water Resource District

1720 Burnt Boat Drive, Suite 205
Bismarck, North Dakota 58503
www.bcwrd.org

COPY

April 15, 2019

Howard & Lori Malloy
3357 Gallatin Dr
Bismarck, ND 58504

Re: Fox Island Flood Control Project – Temporary Construction Easement
Lot 16 Block 1, Fox Island Subdivision, Burleigh County, North Dakota

Dear Howard & Lori:

As a property owner located along the Fox Island Flood Control Project roadway grade raise the Burleigh County Water Resource District (BCWRD) sent you a "*Final Notice*" letter dated March 19, 2018. This notice outlined conditions under which the BCWRD would no longer construct or contribute to driveway modifications outside the township road right-of-way (ROW). This also relates to coordinating the removal and/or relocation of unpermitted features placed within the ROW. These items were part of discussions regarding the receipt and issuance of temporary construction easements. Several residents, after receiving the *Final Notice* signed those easements, some with the advice of legal counsel.

You recently sent the BCWRD a signed temporary construction easement for the above referenced property. Pursuant to our March 19, 2018 *Final Notice* there will be no reimbursement or consideration for costs associated with work outside the ROW. These expenses will no longer be borne by the Fox Island Flood Control Project. Therefore, in accordance, with the BCWRD's directive the deadline has passed, and these costs are your responsibility. We contacted Northern Improvement Company, (NIC) and they were informed the BCWRD would allow them to complete work outside the ROW under a separate agreement with you. Your other option is to secure your own contractor to complete this work and have them coordinate the connections and grading with NIC.

While our position was previously outlined our intent with this letter is to restate that determination, and in fairness allow you to rescind your temporary construction easement, should you elect to do so. Please advise us of your decision by May 1, 2019, otherwise we will consider the easement valid and proceed with construction accordingly. Again, the BCWRD will not participate in the costs for any work outside the ROW, including the relocation of trees, sprinkler systems or other unpermitted features.

Respectfully,

James Landenberger, Manager

C: David Bliss, Bliss Law
Nic Cullen, PE, Houston Engineering
Jason Irey, Northern Improvement, Inc.

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 James Landenberger 426-8439

Emailed 4-16-19

North Dakota State Water Commission

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

April 12, 2019

Gregory Larson, Chairman
Burleigh County Water Resource District
1720 Burnt Boat Drive Suite 205
Bismarck, ND 58503

Re: Missouri River Section 32 Bank Stabilization Projects

Dear Chairman Larson,

Enclosed are two copies of a cost-share agreement between the North Dakota State Water Commission and Burleigh County Water Resource District for the Missouri River Section 32 Bank Stabilization Projects.

The District and its attorney should review the agreement. Should you note an error or required revisions, please return the document with appropriate documentation. If the terms of the agreement are acceptable, sign and return one copy to me. Along with the signed agreement, please forward the District's "certificate of insurance." All agreements returned without insurance requirement documentation are voidable by the North Dakota State Water Commission.

The agreement is void if not signed and returned by the District within 60 days of the Secretary's signature. Don't hesitate to contact me at 701-328-4862 or by e-mail at bnangare@nd.gov if you have any questions or concerns regarding this process.

Sincerely,

Beth M. Nangare

Beth Nangare
Cost Share Administrator

BN/2133
Enclosures

DOUG BURGUM, GOVERNOR
CHAIRMAN

GARLAND ERBELE, P.E.
CHIEF ENGINEER - SECRETARY

SWC Project No. 2133
Development Division
March 2019

Agreement for Cost-Share Reimbursement
Burleigh County Water Resource District
Missouri River Section 32 Bank Stabilization Projects

1. **PARTIES.** This agreement is between the State of North Dakota (State), by and through the State Water Commission (Commission), and the Burleigh County Water Resource District (District).

2. **COMMISSION'S RESPONSIBILITY AND INTENT.** Commission will provide District with cost-share, not to exceed $22,500, as approved by Chief Engineer, to reimburse 50 percent of the actual eligible costs incurred in District's Missouri River Section 32 Bank Stabilization Projects (Project), contingent on availability of funds and conditions of this agreement. Commission's intent in providing this funding to District is merely to help District financially afford Project. District retains sole and absolute discretion in the manner and means of carrying out Project, except to the extent specified in this agreement.

3. **DISTRICT'S RESPONSIBILITIES.** District must:

a. Complete Project.
b. Provide continued maintenance for Project.
c. Ensure all applicable permits (federal, state, and local) are obtained.
d. Acquire all title to land and easements for Project.
e. Comply with all North Dakota laws governing the requirements for competitive bids, advertising, and awarding of contracts for construction of Project.
f. Maintain a Project file containing relevant documents and correspondence generated during the course of Project. State is not responsible for maintaining a Project file.
g. Provide a progress report to Commission at least every four years if the term of Project exceeds four years. If a progress report is not timely received, or if after a review of a progress report Commission determines Project has not made sufficient progress, Commission may terminate the agreement for Project funding.
h. Prior to signature, inform Commission and any other relevant party regarding Project of any errors, misinterpretations, changes, modifications, miscalculations, incorrect Project descriptions, or any other information stated herein that is inaccurate.

4. **PROJECT DESCRIPTION AND LOCATION.** Project is located in Burleigh County. Project is for the Missouri River Section 32 Bank Stabilization and includes the creation of a digital GIS inventory and database to document the existing facilities and easement locations.

5. **ELIGIBLE COSTS.** Commission has sole discretion to determine eligible costs and availability of Commission funds. Additional information is outlined in Commission's cost-share policy.

6. **PAYMENT.** Commission will make partial payments upon receipt and approval of District's written request. District must provide Commission verification of actual costs and a Project status report with each payment request. A Commission representative may inspect Project to determine whether the work satisfies Commission's cost share requirements before Commission makes payment(s) to District. Request for final payment must include documents or record drawings of features constructed.

7. **INDEMNIFICATION.** District must require all subcontractors, other than state employed subcontractors, before commencement of an agreement between District and the subcontractor, to defend, indemnify, and hold harmless State, from and against claims based on the vicarious liability of State or its agents, but not against claims based on State's negligence or intentional misconduct. The legal defense provided by subcontractor to State under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for State is necessary. Subcontractor also agrees to reimburse State for all costs, expenses, and attorneys' fees incurred if State prevails in an action against subcontractor in establishing and litigating the indemnification coverage required herein. This obligation continues after the termination of this agreement.

8. **INSURANCE.** State and District each must secure and keep in force during the term of this agreement, from an insurance company, government self-insurance pool, or government self-retention fund authorized to do business in North Dakota, commercial general liability with minimum limits of liability of $250,000 per person and $500,000 per occurrence.

In addition, District must require all subcontractors, other than state employed subcontractors, before commencement of an agreement between District and the subcontractor, to secure and keep in force during the term of this agreement, from insurance companies authorized to do business in North Dakota, the following insurance coverages:

a. Commercial general liability, including premises or operations, contractual, and products or completed operations coverages (if applicable), with minimum liability limits of $1,000,000 per occurrence.
b. Automobile liability, including Owned (if any), Hired, and Non-owned automobiles, with minimum liability limits of $250,000 per person and $1,000,000 per occurrence.
c. Workers compensation coverage meeting all statutory requirements. The policy must provide coverage for all states of operation that apply to the performance of this contract.
d. If subcontractor is domiciled outside State, employer's liability or "stop gap" insurance of not less than $1,000,000 as an endorsement on the workers compensation or commercial general liability insurance.

The insurance coverages listed above must meet the following additional requirements:

e. Any deductible or other similar obligation under the policies is the sole responsibility of the subcontractor. The amount of any deductible is subject to approval by State.

f. This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form, and must be placed with insurers rated "A-" or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage. Less than an "A-" rating must be approved by State. The policies must be in form and terms approved by State.

g. State will be defended, indemnified, and held harmless to the full extent of any coverage actually secured by the subcontractor in excess of the minimum requirements set forth above. The duty to defend, indemnify, and hold harmless State under this agreement is not limited by the insurance required in this agreement.

h. State must be endorsed on the commercial general liability policy, including any excess policies, as additional insured. State must have all the benefits, rights, and coverages of an additional insured under these policies that are not limited to the minimum limits of insurance required by this agreement or by the contractual indemnity obligations of District.

i. The insurance required in this agreement, through a policy or endorsement, must include:

(1) A "Waiver of Subrogation" waiving any right to recovery the insurance company may have against State;

(2) A provision that subcontractor's insurance coverage is primary (i.e., pay first) as respects any insurance, self-insurance, or self-retention maintained by State and that any insurance, self- insurance, or self-retention maintained by State must be in excess of the subcontractor's insurance and must not contribute with it;

(3) Cross liability/severability of interest for all policies and endorsements;

(4) The legal defense provided to State under the policy and any endorsements must be free of any conflicts of interest, even if retention of separate legal counsel for State is necessary;

(5) The insolvency or bankruptcy of the insured subcontractor must not release the insurer from payment under the policy, even when such insolvency or bankruptcy prevents the insured subcontractor from meeting the retention limit under the policy.

j. The subcontractor must furnish a certificate of insurance to Commission before commencement of this agreement. All endorsements must be provided as soon as practicable.

k. Failure to provide insurance as required in this agreement is a material breach of contract entitling State to terminate this agreement immediately.

l. The subcontractor must provide at least 30 days' notice of any cancellation or material change to the policies or endorsements. During the term of this agreement, subcontractor must provide renewal certificates 10 days before coverage expiration.

9. BREACH. Violation of any provision of this agreement by District constitutes breach of this agreement. A breach obligates District to reimburse Commission for all funds paid to District and relieves Commission of all obligations under this agreement.

10. AGREEMENT BECOMES VOID. This agreement is void if not signed and returned by District within 60 days of Commission's signature.

11. TERMINATION.

a. Commission may terminate this agreement effective upon delivery of written notice to District, or a later date as may be stated in the notice, under any of the following conditions:
   (1) If Commission determines an emergency exists.
   (2) If funding from federal, state, or other sources is not obtained and continued at levels sufficient to provide the funds necessary to comply with this agreement. The parties may modify this agreement to accommodate a reduction in funds.
   (3) If federal or state laws or rules are modified or interpreted in a way that the services are no longer allowable or appropriate for purchase under this agreement or are no longer eligible for the funding proposed for payments authorized by this agreement.
   (4) If any license, permit, or certificate required by law, rule, or this agreement is denied, revoked, suspended, or not renewed.
   (5) If Commission determines that continuing the agreement is no longer necessary or would not produce beneficial results commensurate with the further expenditure of public funds.

b. Any termination of this agreement is without prejudice to any obligations or liabilities of either party already accrued prior to termination.

c. The rights and remedies of any party provided in this agreement are not exclusive.

12. APPLICABLE LAW AND VENUE. This agreement is governed by and construed under the laws of State. Any action to enforce this agreement must be adjudicated exclusively in the District Court of Burleigh County, North Dakota.

13. SEVERABILITY. If any term of this agreement is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms is unaffected, and if possible, the rights and obligations of the parties are to be construed and enforced as if the agreement did not contain that term.

14. SPOLIATION – PRESERVATION OF EVIDENCE. District agrees to promptly notify Commission of all potential claims that arise or result from this agreement. District must also take all reasonable steps to preserve all physical evidence and information that may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and grants to Commission the opportunity to review and inspect the evidence, including the scene of an accident.

15. MERGER AND MODIFICATION. This agreement constitutes the entire agreement between the parties. There are no understandings, agreements, or representations, oral or written, not specified within this agreement. This agreement may not be modified, supplemented, or amended in any manner, except by written agreement signed by both parties.

NORTH DAKOTA STATE WATER COMMISSION
By: Garland Erbele

GARLAND ERBELE, P.E.
Chief Engineer - Secretary

Date: April 11, 2019

BURLEIGH COUNTY WATER RESOURCE DISTRICT
By: _____

GREGORY LARSON
Chairman

Date: _____

Burleigh County Water Resource District

City/County Office Building - 221 North 5th Street
Bismarck, North Dakota 58501-4028

January 4, 2012

Brian Bitner, Chairman
Burleigh County Commission
514 East Thayer Avenue
PO Box 5518
Bismarck, ND 58506-5518

RE: Missouri River Bank Stabilization Maintenance

Dear Brian:

The recent flood event along the Missouri River created a need to repair various bank stabilization measures on the Missouri River. This letter is intended to provide the Burleigh County Commission with background information and to facilitate the initiation of a dialogue between the respective agencies to secure funding, the necessary approvals and to work toward implementation of the required maintenance and revetment rehabilitation.

These stream bank protection measures were designed and constructed by the US Army Corps of Engineers (COE) under the authority of Public Law 88-253 as well as the 1968 Flood Control act. The Operation and Maintenance Manual for these facilities notes that local agencies were required to provide the required property interests without cost to the United States, hold the US free from damages, and maintain and operate the works. The manual identifies the North Dakota State Water Commission (NDSWC) as the party responsible for maintenance activities. However, in an agreement between the NDSWC and the Burleigh County Commission dated July 16, 1971, the Burleigh County Commission agreed to provide the required property interests and to maintain and operate the project in accordance with regulations prescribed by the Secretary of the Army. Thus, the Burleigh County Commission appears responsible for maintenance costs associated with these facilities.

Along with a copy of the signed agreement enclosed are maps of the current project sites we have identified that are in need of rehabilitation/maintenance. This is not an inclusive list, as it is very likely there are other revetments in need of work that remain to be identified. The areas that we know require repairs are shown on each map by a red circle. There are three areas of primary concern. The first is located along the bankline on the south end of Fox Island; the second is a jetty just south of 149th Avenue; and the third along the bankline north of 164th Avenue. Based on the COE documents these are also generally described as follows:

BISMARCK- MANDAN AREA	REVETMENT STRUCTURE	1311.17 – 1311.31
SQUARE BUTTE CREEK	CHANNEL BLOCK	1327.45
DRY POINT AREA	REVETMENT	1332.3

While the Burleigh County Commission assumed maintenance responsibilities for these facilities through the July 16, 1971 agreement, the cost of completing the required repairs will be a significant local burden. There are other potential funding mechanisms that may be of some assistance and should be explored. These include possibly the ND State Water Commission's general cost share program and funding through the COE through their Section 33 program.

Current Board Members:
Galen Narum, Chair, Bismarck 323-0187 Terry Fleck, Vice Chair, Bismarck 223-9768 Ken Royse, Treas., Bismarck 258-1110 Cary Backstrand, Bismarck 471-9134 Reinold Kellar, Bismarck 425-6158

BURLEIGH COUNTY Water Resource DISTRICT

Burleigh County Water Resource District

City/County Office Building - 221 North 5th Street
Bismarck, North Dakota 58501-4028

The NDSWC typically considers maintenance activities to be ineligible for cost share assistance, however occasionally they have recognized a difference between general maintenance and significant repairs necessitated by damages from a singular event. Also, as an original participant in the effort to secure the federal government's assistance in getting these facilities constructed, they may consider themselves to have enough of a vested interest to provide some financial assistance. Their potential willingness to participate is purely speculative at this point. Direct discussion will be required to ascertain whether or not they are inclined to participate.

The COE may be able to provide financial assistance though their Section 33 program, however these funds are competitive and securing them can take time. During our meeting this week with the COE they did note that some Section 33 monies have been allocated, however the extent to which they can be applied to these projects is unknown at this time. Therefore, this may be a viable alternative for securing financial assistance, but will require consideration of the immediacy of the need and the anticipated time frame of potential funding under this program.

We look forward to discussing these important rehabilitation repairs and remain available, along with our technical representative, to assist as requested with the dialogue required to explore the available funding options and the needed maintenance. At this time we have not yet developed any opinion of probable cost for these repairs.

Sincerely,

Gailen Narum

Gailen Narum, PE (Retired) Chairman
Burleigh County Water Resource District

Enclosures

C: Todd Sando, North Dakota State Engineer
Bruce Englehardt, NDSWC
John Remus, USACE
Marcus Hall, Burleigh County Engineer
Michael Gunsch, Houston Engineering
Kevin Glatt, Burleigh County Auditor

Landowners:
Paul Andahl
Brent Levenson/David Goodin
John Dwyer

Current Board Members:

Gailen Narum, Chair, Bismarck 323-0167 Terry Fleck, Vice Chair, Bismarck 223-9768 Ken Royse, Treas., Bismarck 258-1110 Cary Backstrand, Bismarck 471-9134 Reinold Kellar, Bismarck 425-6158

1900-0576-08-SPS-01, Financials.pdf
Pg 46, 47

SWC Project No. 576-8

AGREEMENT

For the Maintenance and Operation of
The Missouri River Bank Protection Project

Burleigh County, North Dakota

THIS AGREEMENT entered into this 16th day of July, 1971, by and between the North Dakota State Water Commission, hereinafter referred to as the Commission, acting by and through Milo W. Hoisveen, Secretary and Chief Engineer; and Burleigh County, hereinafter referred to as the County, acting by and through Burleigh County Commission.

WHEREAS, the Commission has given certain assurances to the United States Army Corps of Engineers relative to a Missouri River bank protection project below the Garrison Reservoir and located along and adjacent to the banks of the Missouri River in Sections 24, 25, 26, 34 and 35, Township 141 North, Range 81 West and Section 31, Township 139 North, Range 80 West, all in Burleigh County as shown on U. S. Army Corps of Engineers Drawing No. MGOC8-2E1.1, April, 1971, and Drawing No. MGOC8-2E2.1, April, 1971; and

WHEREAS, such bank protection project constructed on or near the above described tracts of land and hereinafter referred to as the Project, is of mutual benefit to both parties to this Agreement.

NOW, THEREFORE, IT IS AGREED:

I.

That the County shall provide without cost to the Commission any lands, easements and rights-of-way necessary for the construction, maintenance and operation of the project.

II.

That the County shall hold and save the Commission free from damages resulting from the construction of the Project. The County, however, shall not be liable for damages due to the Project contractor's negligence.

III.

That the County shall upon expiration of three years following completion of the Project, maintain and operate the project at its expense in accordance with regulations prescribed by the Secretary of the Army.

IV.

That changes in any responsibilities of the parties hereto or conditions herein stated will not be effective or binding unless such changes and conditions are made in writing and attached hereto.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement the day and year first above written.

WITNESS:

Special Assistant Attorney General

NORTH DAKOTA STATE WATER COMMISSION

By: Milo W. Hoseveen
Chief Engineer and Secretary

WITNESS:

BURLEIGH COUNTY

By: Jacob Swenson
Chairman, Burleigh Co Com

Distribution:
SWC Project No. 576-8
Burleigh County
MWH

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Pg 3, 4

AB File

SWC Project No. 576-8
July 20, 1971
X File
576-1-H6

A G R E E M E N T

For the Maintenance and Operation of
The Missouri River Bank Protection Project

Burleigh County, North Dakota

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IN WITNESS WHEREOF, the parties hereto have signed this Agreement the day and year first above written.

WITNESS:

Special Assistant Attorney General

NORTH DAKOTA STATE WATER COMMISSION

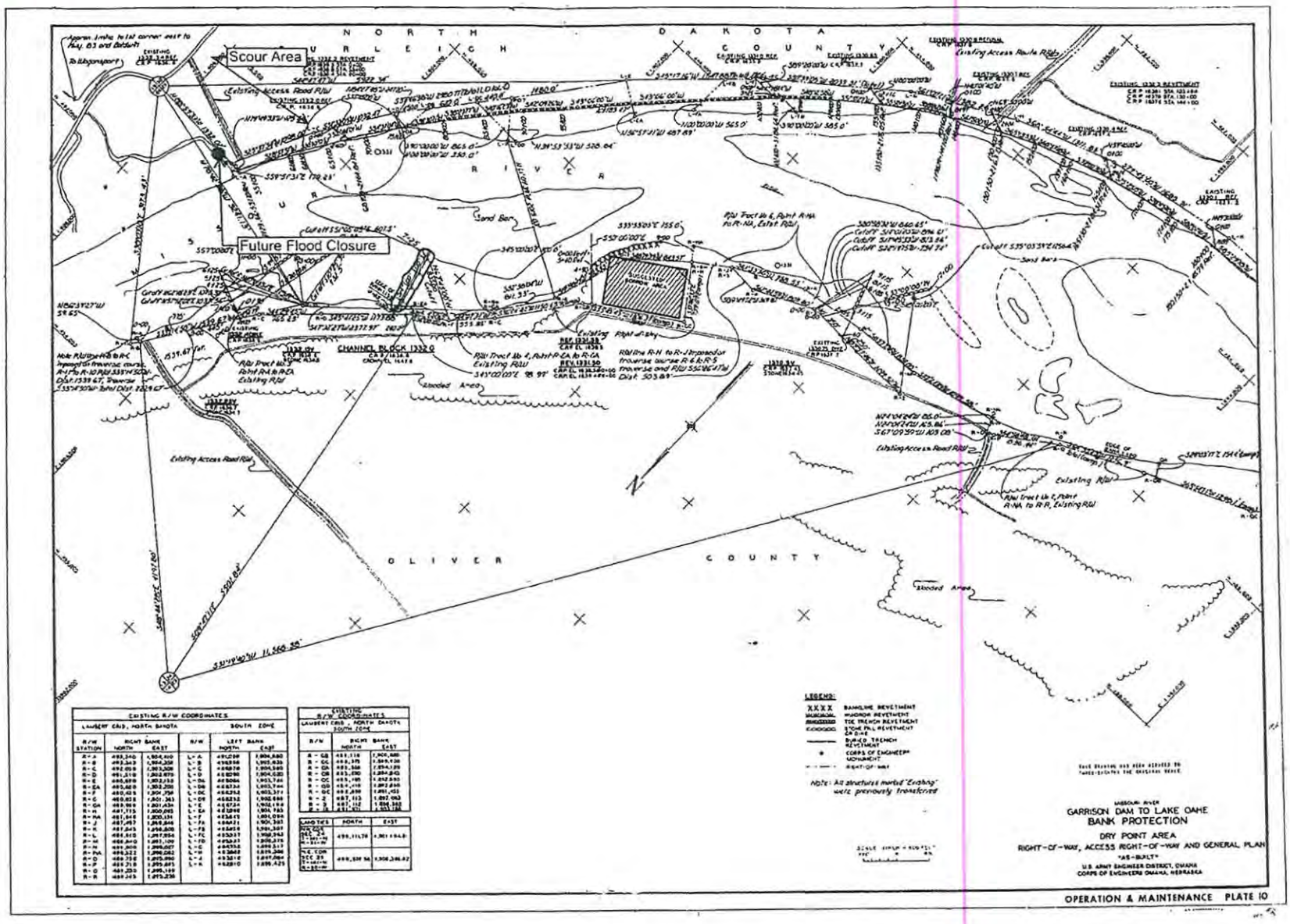
By: Milo W. Harvey
Chief Engineer and Secretary

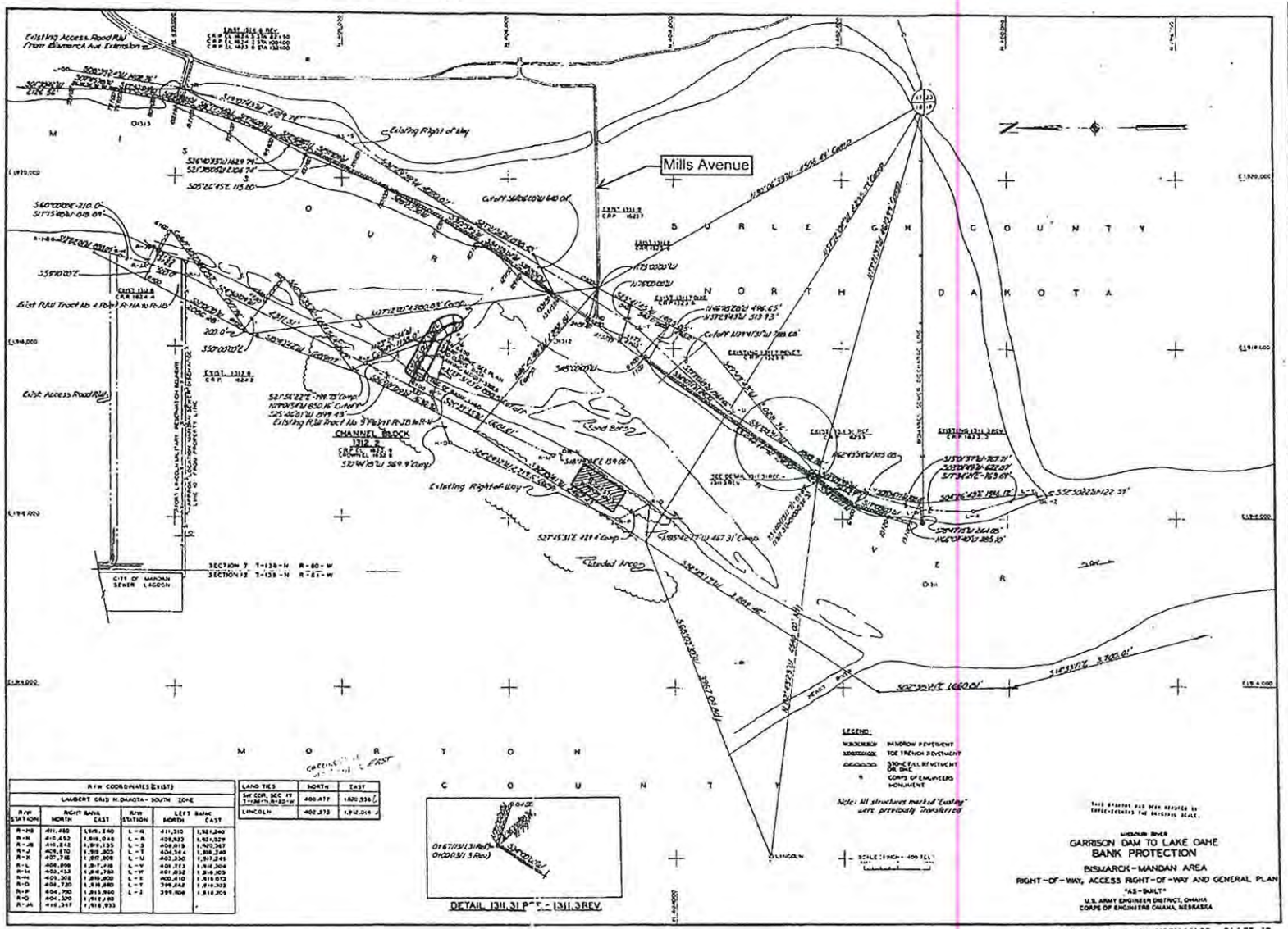
WITNESS:

BURLEIGH COUNTY

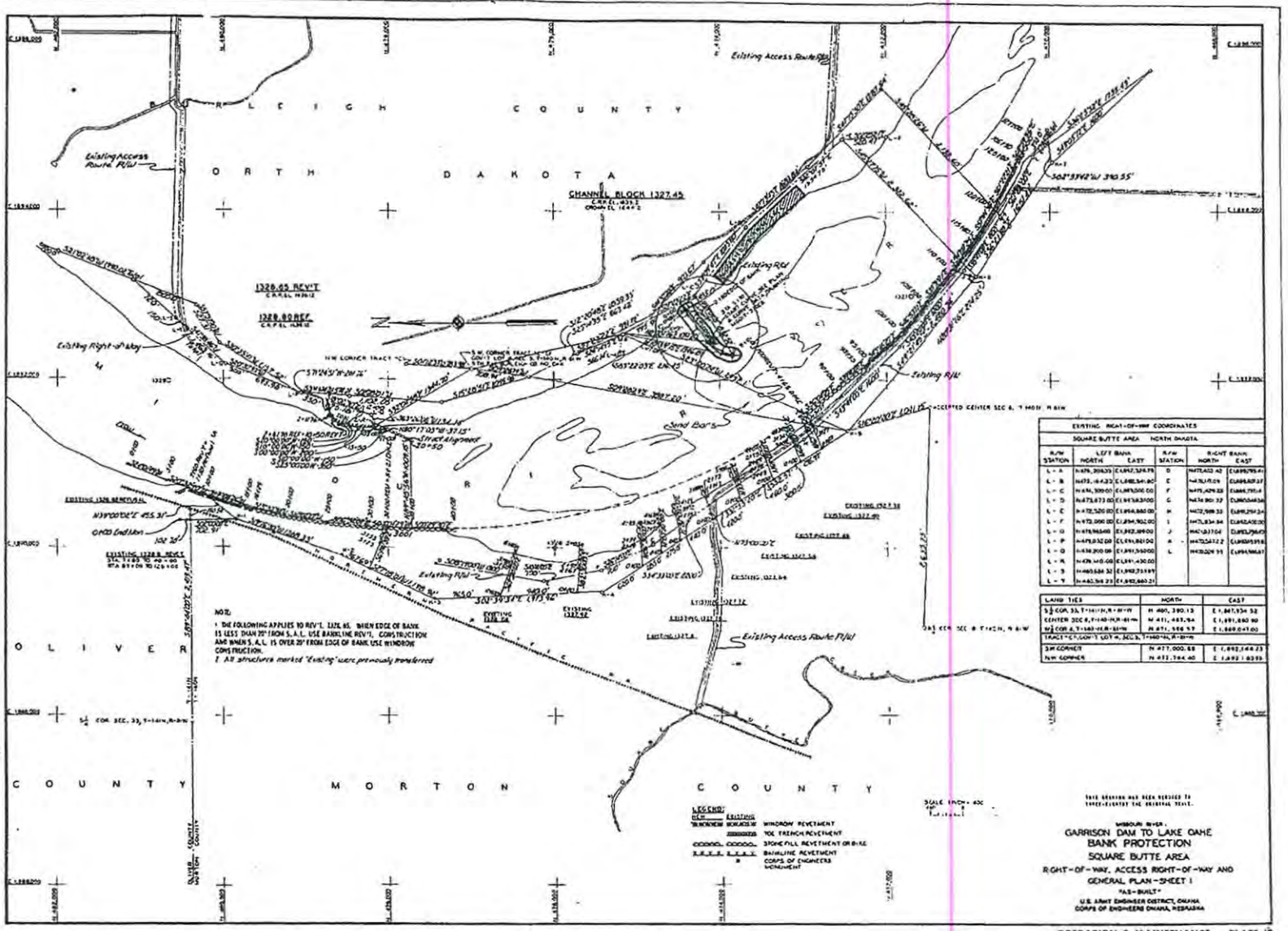
By: Jacob Swenson
Chairman,

Distribution:
SWC Project No. 576-8
Burleigh County
MWH


Scour Area
Future Flood Closure
NORTH DAKOTA
URLEIGH COUNTY
OLIVER COUNTY
MISSOURI RIVER
Sand Bar
Flooded Area
Existing Access Road R/W
Existing R/W
CHANNEL BLOCK 1332.0
EXISTING R/W COORDINATES
LEGEND:
BANKLINE REVETMENT
MINIMUM REVETMENT
TOE TRENCH REVETMENT
STONE FILL REVETMENT
24 DIKE
RIP-RAP TRENCH REVETMENT
CORPS OF ENGINEERS MONUMENT
RIGHT-OF-WAY
Note: All structures marked "Existing" were previously transferred
MISSOURI RIVER
GARRISON DAM TO LAKE OAHE
BANK PROTECTION
DRY POINT AREA
RIGHT-OF-WAY, ACCESS RIGHT-OF-WAY AND GENERAL PLAN
"AS-BUILT"
U.S. ARMY ENGINEER DISTRICT, OMAHA
CORPS OF ENGINEERS OMAHA, NEBRASKA
OPERATION & MAINTENANCE PLATE 10



OPERATION & MAINTENANCE PLATE 18



OPERATION & MAINTENANCE PLATE 13

2018 Annual Certification of Records Disposal (DUE: 9-30-19)
Water Resource Board

Instructions: Add volumes for each record series disposed and certify at the bottom of this report that disposals are / are not complete. *Note: Even if records are not eligible to be disposed (i.e. no volume to report), records should be certified to indicate each record series was visited. Hence indicate "NA" on the excel spreadsheet.*

Name of County Returning Form:

As of 1-10-19

RCN	Title	Description	Retention	Disposition	To Dispose	Batches Disposed	MB Deleted
220313	MINUTES, DRAIN BOARD/WATER MANAGEM	Minutes.	PERM - Permanent	Archives	PERM		

County General Schedule

010201	AUDIT REPORTS, COUNTY	This series contains annual audits for all county offices.	CFY+3 - Calendar Fiscal Year Pl	Archives	DECEMBER 2015 CFY		
010301	AUTHORIZATIONS, TRAVEL	This series contains copies of forms documenting approval of staff travel.	CFY+3 - Calendar Fiscal Year Pl	Landfill/D	DECEMBER 2015 CFY		
010401	BUDGET REPORTS (EXCEPT AUDITOR)	This series contains county and township budgets. Utilities, fire districts, cities, school districts, county offices. Annual budget submitted to county commissioners.	CFY+4 - Calendar Fiscal Year Pl	Landfill/D	DECEMBER 2014 CFY		
010501	CASH BOOKS/JOURNALS	This series contain lists date, cash debit, description, account number, receipt number, and revenue credit for daily cash balance of county.	CFY+3 - Calendar Fiscal Year Pl	Landfill/D	DECEMBER 2015 CFY		
010601	WARRANTS	This series contains canceled auditors' warrants, interest and sinking, refund orders, custodian funds, school districts, townships, state banks, payroll, and drain board	CFY+6 - Calendar Fiscal Year Pl	Landfill/D	DECEMBER 2012 CFY		
010602	BANK RECORDS	This series contains canceled checks, check stubs, bank statements, reconcilement sheets, receipt books, and registers.	CFY+6 - Calendar Fiscal Year Pl	Landfill/D	DECEMBER 2012 CFY		
010605	REGISTER, WARRANT	This series contains Invoice number, account description, and receipt number.	CFY+10 - Calendar Fiscal Year F	Landfill/D	DECEMBER 2008 CFY		
010617	CHECK REGISTER	This series contains a list of each check, name of payee, and the amount paid	CFY+3 - Calendar Fiscal Year Pl	Landfill/D	DECEMBER 2015 CFY		
010701	REGISTER, CLAIMS	This series contain records number of claims, name of claimant, amount of claim, date, amount allowed, warrant number, date paid, and amount rejected.	CFY+10 - Calendar Fiscal Year F	Landfill/D	DECEMBER 2008 CFY		
010801	EXPENSE ACCOUNT REPORTS	This series contains record of expenses, justification, and dollar amount	CFY+3 - Calendar Fiscal Year Pl	Landfill/D	DECEMBER 2015 CFY		
010902	PURCHASE ORDERS/REQUISITIONS	This series contains notes, equipment records, payments, and invoices.	CFY+3 - Calendar Fiscal Year Pl	Landfill/D	DECEMBER 2015 CFY		
011011	TAX REPORTING DOCUMENTATION	This series contains reporting and supporting documentation used for tax reporting purposes. This includes, but not limited to: 1042s, 1098 series, 1099 series, W-2s, etc. Supporting documentation includes W-9s, W-8 series, and any other supporting documentation.	13 years	Shredder	2005		
011201	INVENTORY, COUNTY EQUIPMENT	This series contains record of county equipment listing any office or construction equipment.	LOE+3 - Life of Equipment Plus	Landfill/D	2015 LOE+3		
011301	LEDGERS	This series contains records of monthly expenditures, receipts, client billings, accounts, disbursements, and special deposit.	CFY+5 - Calendar Fiscal Year Pl	Landfill/D	DECEMBER 2013 CFY		
011601	EMPLOYEE PAYROLL RECORDS	This series contains gross salary information, insurance information, North Dakota Public Employees Retirement System Reports (NDPERS), gross pay and withholding taxes for each employee, record of contribution made by county and by employee for life insurance purchased, payroll register, and year-end summary for each employee.	ALA+6 - After Last Activity/Afte	Landfill/D	2012 ALA+6		
011801	RECEIPTS/RECEIPT BOOKS	This series contains delinquent personal property tax, miscellaneous, county court, mobile home tax, property redemption, liquor and beer license, patronage dividend, and receipts.	CFY+10 - Calendar Fiscal Year F	Landfill/D	DECEMBER 2008 CFY		
011802	ACCOUNTS RECEIVABLE	This series contains accounting records, summaries, listings, reports, and ledgers related to the collection of revenue for the department.	CFY+6 - Calendar Fiscal Year Pl	Landfill/D	DECEMBER 2012 CFY		
011803	FEE BOOKS	This series contains miscellaneous and county court statement of fees	CFY+3 - Calendar Fiscal Year Pl	Landfill/D	DECEMBER 2015 CFY		

011812	COLLECTION REGISTER	This series contains records of county redemptions, mobile home private redemptions, retirement, inheritances, and school land leases.	CFY+3 - Calendar Fiscal Year Pl	Landfill/D	DECEMBER 2015 CFY		
012001	BILLS	This series contains monthly bills and billing record	CFY+3 - Calendar Fiscal Year Pl	Landfill/D	DECEMBER 2015 CFY		
012102	VOUCHERS	This series contains travel and expense claim, drain board, vendor, revenue, and prisoner board.	CFY+3 - Calendar Fiscal Year Pl	Landfill/D	DECEMBER 2015 CFY		
100101	MEMORANDA	This series contains updated memoranda copies concerning policy or procedural information.	CFY+3 - Calendar Fiscal Year Pl	Landfill/D	DECEMBER 2015 CFY		
180101	AFFIRMATIVE ACTION FILE	This series contains affirmative action compliance review documents and correspondence.	ACC+10 - After Case Closed Plu	Landfill/D	2008 ACC+10		
220301	MINUTES	This series contains other than minutes and agendas which are addressed in the specific retention schedules.	25 years	Archives	1993		
260101	NEWSLETTERS/PUBLICATIONS	This series contains newsletters, brochures or other publications prepared by county offices.	WA - While Active	Archives	WA		
300109	CONTRACTS/LEASES/AGREEMENTS	This series contains contracts, leases and agreements entered into by the county offices. Includes all back-up and closeout materials for the contract, lease or agreement.	LOC+6 - Life/Length of Contrac	Landfill/D	2012 LOC+6		
350301	TRAINING MATERIALS/SEMINAR NOTES	This series contains training materials from conferences attended by staff	3 years	Landfill/D	2015		
430101	EQUIPMENT MANUALS	This series contains manuals for equipment owned or leased.	LOE - Life of Equipment	Landfill/D	LOE		
450101	CORRESPONDENCE	This series contains general correspondence	3 years	Landfill/D	2015		
470101	INSURANCE POLICIES	This series contains insurance policies for county buildings and State Fire and Tornado Fund.	AE+3 - After Expired Plus 3 Yea	Landfill/D	2015 AE+3		
470203	VEHICLE INSURANCE POLICIES	This series contains vehicle insurance policies	AE+3 - After Expired Plus 3 Yea	Landfill/D	2015 AE+3		
500415	BANKRUPTCY RECORDS	This series contains bankruptcy records	CFY+3 - Calendar Fiscal Year Pl	Landfill/D	DECEMBER 2015 CFY		
600202	EMPLOYEE APPLICATIONS--APPLICANTS NOT	This series contains applications for people not hired.	3 years	Landfill/D	2015		
600601	PERSONNEL	This series contains employee files containing applications, hiring record and evaluations, daily schedules, resumes, tax information, CETA files, applications for insurance and retirement benefits, beneficiary sheet, W-4 form, I-9 form, promotion and salary increase information, performance appraisals, and resignations.	ALA+6 - After Last Activity/Afte	Landfill/D	2012 ALA+6		
600606	MEDICAL RECORDS	This series contains Blue Cross application, Workers Compensation, and any incidental records from health care providers	ALA+6 - After Last Activity/Afte	Shredder	2012 ALA+6		
600703	LEAVE RECORDS	This series contains time sheets, leave reports, and any other records related to leave requested or taken by employees.	CFY+3 - Calendar Fiscal Year Pl	Landfill/D	DECEMBER 2015 CFY		
650303	CONTINUUM OF OPERATIONS/DISASTER REC	This series contains Continuum of Operations Plans (COOP) and Disaster Recovery Plans for county offices.	UD - Updated/update	Shredder	UD		
720101	REFERENCE MATERIALS	This series contains information, brochures, policy notes, publications used for reference purposes only.	UD - Updated/update	Landfill/D	UD		
800336	RURAL PROPERTY DESCRIPTIONS	This series contains subdivisions and county land descriptions.	UD - Updated/update	Landfill/D	UD		
800703	COURTHOUSE RECORDS	This series contains blueprints and specifications for the courthouse	PERM - Permanent	Archives	PERM		
850101	MAILING LISTS	This series contains address change forms.	UD - Updated/update	Landfill/D	UD		
850201	TELEPHONE LOGS	This series contains usage reports of telephone.	1 year	Landfill/D	2017		
850601	DAILY LOG	This series contains notice of activities, mail report, persons contacted, a	1 year	Landfill/D	2017		
850602	EMPLOYEE CALENDARS	This series contains employee calendars of meetings and appointments	13 months	Landfill/D	13MO		
900236	UNCLAIMED PROPERTY DOCUMENTATION	This series contains reports of checks that have not been cashed and do	ACFY+3 - After Current Fiscal Y	Landfill/D	JUNE 2015 ACFY		
970101	VENDOR INFORMATION	This series contains brochures and information from vendors	UD - Updated/update	Landfill/D	UD		

☐ I certify that only those records approved on the County retention schedules have been transferred or disposed by the specified methods.

Name of Individual Authorizing Disposals:	Phone Number:	Date:

☐ I certify that records have not been disposed as specified on the County retntion scheules for the reason(s) indicated below.

Explain:		
Name of Individual Authorizing Disposals:	Phone Number:	Date:

Emailed 4-23-19

Permit Number - ND2019-19462

State of North Dakota
Temporary Water Permit
SWC Project No. 1400A

In response to an application for a temporary water permit dated 4/4/19 as received in this office 4/4/19, authority is hereby granted to:

Knife River - North Central
3303 Rock Island Place

Bismarck, ND 58504

Contact Person: Chris Kautz Telephone: 7013190418

A Temporary Water Permit as follows:

Source: East Branch Apple Creek

Point of Diversion: SE1/4 SE1/4 Sec. 23 Twp. 140 Rng. 077

Nature of Use: Washing Aggregates

Total Quantity of Water: 100.0 Acre-Feet

Maximum Withdrawal Rate: 1,500.0 gpm

Period of authorized usage: 5/1/19 through 12/31/19

Conditions

1. **Temporary Water Permits are limited to twelve months or less by law (N.D.C.C. §61-04-02.1). Future water use from this source for this purpose could require a Conditional Water Permit.**
2. The granting of a temporary water permit does not create a water right. Temporary water permits are non-transferrable and cannot be modified.
3. This temporary water permit is granted subject to water use by senior appropriators.
4. Permission for access to the source must be obtained from all affected landowners.
5. Withdrawals shall cease upon order of the State Engineer.

Dated: 4/17/19

Jon C Patch

Garland Erbele, P.E.
State Engineer
Jon C Patch PE
Director, Water Appropriation Division
ND State Water Commission
900 East Boulevard
Bismarck, ND 58505

cc: Burleigh WRD

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State of North Dakota
Temporary Water Permit
SWC Project No. 1400A

6. Pumping rate is not to exceed natural flow.

7. An amount of water sufficient to provide water for downstream livestock must be allowed to flow past the point of diversion at all times while water is being withdrawn under this temporary water permit.

8. The State Engineer reserves the right to enforce a minimum flow condition on East Branch Apple Creek and its tributaries to protect senior appropriators.

9. No storage of water is authorized under this water permit.

10. This temporary water permit does not authorize the construction of any type of dam or crossing on East Branch Apple Creek or its tributaries.

11. A weatherproof copy of this Temporary Water Permit must be attached the equipment withdrawing water and must be available for inspection by representatives of the State Engineers Office or the State Water Commission. A copy of this Temporary Water Permit must also be posted in a conspicuous place at each loading point or transfer pump where water under this permit is provided.

12. The Holder of this Temporary Water Permits must complete the Annual Water Use Report for each calendar year that the Temporary Water Permit is authorized. The Annual Water Use Report for the Temporary Water Permit is due in the State Engineer's Office within 30 days of the close of the authorized period of the Temporary Water Permit.

13. The use of the water authorized by this temporary water permit shall be limited to activities related to Washing Aggregates. All other uses are unauthorized.

14. This temporary water permit will be subject to the installation of real-time monitoring (telemetry) at the expense of the permit holder upon notification from the State Engineer.

Dated: 4/17/19

Garland Erbele, P.E.
State Engineer
ND State Water Commission
900 East Boulevard
Bismarck, ND 58505

Jon C. Patch, P.E
Director, Water Appropriation Division

cc: Burleigh WRD

Emailed 4-26-19

Permit Number - ND2019-19489

State of North Dakota
Temporary Water Permit
SWC Project No. 1400A

In response to an application for a temporary water permit dated 4/17/19 as received in this office 4/17/19, authority is hereby granted to:

Strata Corporation
PO Box 13500

Grand Forks, ND 58208-3500

Contact Person: Jesse Johansen Telephone: (701) 746-7491

A Temporary Water Permit as follows:

Source: Excavated Pit Area Utilizing a Closed Sy

Point of Diversion: NE1/4 NW1/4 Sec. 31 Twp. 140 Rng. 077

Nature of Use: Washing Aggregates

Total Quantity of Water: 92.0 Acre-Feet

Maximum Withdrawal Rate: 600.0 gpm

Period of authorized usage: 4/17/19 through 12/1/19

Conditions
This temporary water permit is granted subject to use from the source by senior appropriators. Permission for access to the source must be obtained from all affected landowners. Failure to comply with any order of the State Engineer may result in forfeiture of this permit. The granting of a temporary water permit does not create a water right. Temporary water permits are not transferrable. Temporary water permits cannot be modified.

The following conditions shall also apply:

1. A well must not be constructed on the property described in the permit.
2. A weather-protected copy of the temporary water permit must be present and on display at the gravel operation at all times.

Dated: 4/25/19

Garland Erbele, P.E.
State Engineer
ND State Water Commission
900 East Boulevard
Bismarck, ND 58505

Jon C Patch PE
Director, Water Appropriation Division

cc: Burleigh WRD

State of North Dakota
Temporary Water Permit
SWC Project No. 1400A

3. An in-line, continuous recording, totalizing water flowmeter must be installed on the pump discharge line to measure the water quantity pumped from the water source. The water flowmeter must:

   I. Be certified by the manufacturer to record between 98 to 102 percent of the actual water volume passing the water flowmeter when installed according to the manufacturer's instructions.

   II. Have a display that is readable at all times, whether the system is operating or not.

   III. Have a totalizer that meets the following criteria:

      a. Is continuously updated to read directly only in acre-feet, acre-inches, gallons, cubic feet, or barrels (42 U.S. gallons),

      b. Has sufficient capacity, without cycling past zero more than once each year, to record the water quantity diverted in any one calendar year,

      c. Has a dial or counter that can be timed with a stopwatch over not more than a 10-minute period to accurately determine the flow rate under normal operating conditions, and

      d. Has a nonvolatile memory if the meter is equipped with an electronic totalizer.

   IV. Be installed according to manufacturer's specifications and must be properly maintained according to manufacturer's recommendations including proper winterization such as removal during the winter.

   V. Be available for inspection by the Office of the State Engineer.

4. Water must only be used for the specific purpose of washing aggregates.

Dated: 4/25/19

Garland Erbele, P.E.
State Engineer
ND State Water Commission
900 East Boulevard
Bismarck, ND 58505

Jon C. Patch, P.E
Director, Water Appropriation Division

cc: Burleigh WRD

State of North Dakota
Temporary Water Permit
SWC Project No. 1400A

5. A report of water pumped must be submitted to the State Engineer's Office by January 31st, 2020, on the form provided.

6. Failure to comply with a State Engineer's order may result in water permit forfeiture.

Dated: 4/25/19

Garland Erbele, P.E.
State Engineer
ND State Water Commission
900 East Boulevard
Bismarck, ND 58505

Jon C. Patch, PE
Director, Water Appropriation Division

cc: Burleigh WRD

BCWRD Invoices
5-8-19

Name	Project	Invoice	Amount
Bismarck Parks and Rec	March Service	1082	$9,883.84
Bismarck Parks and Rec	March Admin Fee	1082	$2,470.96
Bliss Law Firm	April	19571	$4,441.30
Fronteer Payroll	2018 Year end report completions	435	$415.00
Fronteer Payroll	1st Qtr. Payroll Processing	653	$250.00
Houston Engineering	McDowell Dam	43048	$1,686.00
Houston Engineering	General	43049	$1,000.00
Houston Engineering	Burnt Creek Floodway	43050	$336.00
Houston Engineering	Drainage Complaints	43052	$4,390.38
PMS	Management	6321	$1,500.00
PMS	Bookkeeping	6321	$1,050.00
PMS	Rent	6321	$125.00
PMS	Printing/Supplies/drainage complaints	6321	$431.88
Voices for Lake Oahe	2019 Dues**	2019	$100.00
	Subtotal		$28,080.36
			$0.00
Fox Island Bills			
Bliss Law Firm	Fox Island issues	19571	$995.60
Houston Engineering	Fox Island	43051	$5,656.98
			$6,652.58
	TOTAL		$34,732.94

*April, 2007 Motion to increase Voices membership rate to $100/year

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Bliss Law Firm, LLC
400 East Broadway, Suite 308
Bismarck, ND 58501

Invoice submitted to:

Burleigh County Water Resource District
1720 Burnt Boat Dr., Suite 205
Bismarck, ND 58503

April 25, 2019

Invoice #19571

Professional Services

		Hrs/Rate	Amount
3/27/2019	(933B) Review 1970's County and District contracts with the State Water Commission and the Army Corps of Engineers with regard to ACE riverbank projects.	2.00 262.00/hr	524.00
	(933B) Continued review of contracts with County and District entities; review state and federal statutes on 404 and 408 Corps projects.	3.00 262.00/hr	786.00
	(933B) Telephone calls from/to Mike Gunsch with regard to Corps project review.	0.50 262.00/hr	131.00
3/28/2019	(933B) Finalize memorandum to Board, Commissioner Jones with regard to Burleigh County permitting projects; follow-up telephone call to Mike Gunsh with regard to the same.	1.50 262.00/hr	393.00
	(933B) Finalize memorandum, proof of the same, edit, attach exhibits.	1.00 262.00/hr	262.00
3/30/2019	(960-2) Receipt and review of Danny Potter correspondence with regard to drain complaint; follow-up telephone call to Mike Gunsch with regard to the same, discussion of other landowner complaint situations.	0.50 262.00/hr	131.00
	(904) Receipt and review of Civil Air Patrol correspondence with regard to McDowell Dam potential drone flying issues; receipt and review of NDIRF drone insurance coverage issues; follow-up e-mail to NDIRF's Jeff Cahill with regard to NDIRF insurance coverage issue.	0.40 262.00/hr	104.80
4/2/2019	(933B) Telephone call from Mike Gunsch with reply to permitting memo.	0.30 262.00/hr	78.60

		Hrs/Rate	Amount
4/4/2019	(910H) Prepare, review documents in preparation for tour of Fox Island with Chairman Larson, Houston Engineering.	0.30 262.00/hr	78.60
	(910H) Tour of Fox Island with Houston Engineering's Nic Cullen, Mike Gunsch, and Chairman Larson.	1.80 262.00/hr	471.60
4/10/2019	(312) Prepare for Board meeting; attend Board meeting.		1,000.00
4/12/2019	(910H) Follow-up telephone call to Mike Gunsch with regard to this afternoon's meeting with Fox Island residents at Houston Engineering.	0.40 262.00/hr	104.80
4/13/2019	(910H) Follow-up e-mail to Mike Gunsch with regard to status of Friday's meeting.	0.20 262.00/hr	52.40
4/14/2019	(904) Receipt and review of draft of Civil Air Patrol/Board agreement for the Civil Air Patrol's potential use of McDowell Dam; forward to Manager Landenberger, Board members.	0.80 262.00/hr	209.60
4/16/2019	(933B) Receipt and review of SWC documentation with regard to Section 32 agreements; follow-up telephone call to Chairman Larson with regard to the same.	1.00 262.00/hr	262.00
	(910H) Telephone calls to/from Mike Gunsch with regard to Fox Island work status, temporary easements discussion with certain Fox Island residents.	0.50 262.00/hr	131.00
4/18/2019	Prepare for conference with James and Mike Gunsch with regard to Civil Air Patrol/Aero Club sharing of airfield facilities.	0.50 262.00/hr	131.00
	(904) Conference with James, Mike Gunsch (by speaker phone) with regard to Civil Air Patrol agreement, designation of fly zones for Aero Club and CAP.	1.50 262.00/hr	393.00
	(910H) Follow-up telephone call to Mike Gunsch with regard to Fox Island temporary easements and cost negotiation.	0.30 262.00/hr	78.60
	(910H) Follow-up telephone call to Chairman Larson with regard to Fox Island easements.	0.30 262.00/hr	78.60
	For professional services rendered		$5,401.60
	Additional Charges :		
4/24/2019	Postage		1.30
	Copying costs		34.00
	Total additional charges		$35.30

		Amount
	Total amount of this bill	$5,436.90
	Previous balance	$5,808.40
	Accounts receivable transactions	
4/10/2019	Payment - Thank You. Check No. 1704	($5,808.40)
	Total payments and adjustments	($5,808.40)
	Balance due	$5,436.90

Payment in full must be made within 30 days of the date of this bill. Past due amounts will incur an additional 1.5% monthly fee.

General	Missouri River	drainage	McDowell	Fox Island	supplies	
1000	524	131	104.8	78.6	35.3	
	786		209.6	471.6		
	131		131	104.8		
	393		393	52.4		
	262			131		
	78.6			78.6		
	262			78.6		
1000	2436.6	131	838.4	995.6	35.3	5436.9

Personalized Management Services, Inc.

1720 Burnt Boat Drive, Suite 205
Bismarck, ND 58503

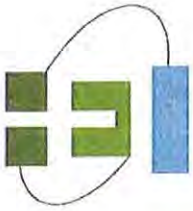
Invoice

Date	Invoice #
4/30/2019	6321

Bill To
BCWRD

Description	Amount
Administrative/Management Fees (April)	1,500.00
Storage Rent	125.00
Bookkeeping - April (prepare for audit)	1,050.00
Fox Island - Administrative/Management Fees	200.00
Misc: Drainage complaints, mail outs, email, checks	150.00
Postage - Certified letter for Krein	13.35
Photocopies	21.70
Printing - Color	25.20
Postage	13.88
Supplies: Large brown envelopes, labels	7.75
Total	$3,106.88

INVOICE



HoustonEngineering Inc.

Remit to:
1401 21st 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 (ND) Water Resource District
1720 Burnt Boat Drive, Suite 205
Bismarck, ND 58503

April 29, 2019
Invoice No: 0043048
Due Date: May 29, 2019

Project R081032-0100 McDowell Dam Recreation Area

BCWRD Account No.: 905

See attached Project Status Report and Invoice Description.

Professional Services from March 24, 2019 to April 20, 2019

Professional Personnel

	Hours	Rate	Amount	
Sr Project Manager	6.25	202.00	1,262.50	
Sr Technician	3.50	121.00	423.50	
Totals	9.75		1,686.00	
Total Labor				**1,686.00**
		Total this Invoice		**$1,686.00**

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

Project Status and Invoice Description

HEI Project No.:	**1032-100: McDowell Dam Recreation Area**
BCWRD Account No.	**905**
Project Name:	**McDowell Dam Recreation Area**

Billing Period: ***March 24, 2019 through April 20, 2019***

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:

- Strategic planning meeting with Bismarck Parks and Recreation District
- Review Aero Club and Civil Air Patrol parcel use and flight zone issues
  - Created a flight zone map
- Research historic Pet Cemetery information and provide to Dave Robinson
- Review and comment regarding auditor question on monthly pay requests

Comments:

- Flight zone map needs to be modified to account for overflight of pedestrian use
- Future strategic planning efforts remain regarding clarification and implementation

Total Invoice $ 1,686.00

See accompanying invoice for personnel cost breakdown.

INVOICE

HoustonEngineering Inc.

Remit to:
1401 21st 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 (ND) Water Resource District
1720 Burnt Boat Drive, Suite 205
Bismarck, ND 58503

April 29, 2019
Invoice No: 0043049
Due Date: May 29, 2019

Project R084241-0000 BCWRD - General Engineering Services

Email Invoices: BCWRD@midco.net & rdetwillerbcwrd@gmail.com

BCWRD Project No.: 315 - Engineering Administration

See attached Project Status Report and Invoice Description.

Professional Services from March 24, 2019 to April 20, 2019

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**

Outstanding Invoices

Number	Date	Balance
0042716	4/1/2019	1,000.00
Total		**1,000.00**

Total Now Due **$2,000.00**

Houston Engineering Inc.
3712 Lockport Street
Bismarck, ND 58503
Phone: 701-323-0200
Fax: 701-323-0300

Project Status and Invoice Description

HEI Project No.:	**4241-0000: BCWRD General Services**
BCWRD Account No.	**315 – Engineering Administration**
Project Name:	**General Engineering Services**

Billing Period: ***March 24, 2019 through April 20, 2019***

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:

- April Meeting
- Meeting preparation and discussion
- Review of minutes and agenda updates
- Various BCWRD issues, contacts and calls

Comments:

- This invoice is only for Board meeting related time and limited small contact and coordination items not related to other projects. In accordance with Board direction, all costs associated with drainage complaints, stormwater plans, and other project related activities are to be invoiced to assigned project numbers.

Total Invoice $1,000

INVOICE

HoustonEngineering Inc.

Remit to:
1401 21st 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 (ND) Water Resource District
1720 Burnt Boat Drive, Suite 205
Bismarck, ND 58503

April 29, 2019
Invoice No: 0043050
Due Date: May 29, 2019

Project R084241-0300 Burnt Creek Floodway Rehabilitation and O&M

BCWRD Account No. 940 - Shared Projects

See Attached Project Status Report and Invoice Description.

Professional Services from March 24, 2019 to April 20, 2019

Phase 000 Burnt Creek Floodway Rehabilitation and O&M

Professional Personnel

	Hours	Rate	Amount
Project Engineer	2.00	168.00	336.00
Totals	2.00		336.00
Total Labor			**336.00**

Total this Phase **$336.00**

Total this Invoice **$336.00**

Outstanding Invoices

Number	Date	Balance
0042717	4/1/2019	179.50
Total		**179.50**

Total Now Due **$515.50**

HoustonEngineering Inc.

Project Status and Invoice Description

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

HEI Project No.:	**4241-0300**
BCWRD Account No.	**940 – Burnt Creek Rehabilitation**
Project Name:	**Burnt Creek Flood Control Project**

Billing Period: ***March 24, 2019 through April 20, 2019***

The following professional engineering and surveying services were provided on the Burnt Creek Flood Control Project.

Phase (000) Floodway Rehabilitation and O&M

- Landowner contact associated with the flood control gate at the north end of the project area.
- Site visit to review flow conditions associated with spring runoff and potential ice jam issues on the Missouri River. Waters were flowing from the south to the north exiting the project area and flowing toward the river. Flows had not yet reached the river during review.
- Site conditions were deemed normal operational issues and not presenting any flood risks in this area. Therefore, no changes were made to the gate status.

Comments/Issues/Problems:

- Debris removal site to be reviewed for vegetative status.
- No dumping signs to be set this spring

Total Invoice $ 336.00

See accompanying invoice for personnel cost breakdown.

INVOICE

HoustonEngineering Inc.

Remit to:
1401 21st 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 (ND) Water Resource District
1720 Burnt Boat Drive, Suite 205
Bismarck, ND 58503

April 29, 2019
Invoice No: 0043051
Due Date: May 29, 2019

Project R106025-0006 Fox Island Flood Control

BCWRD Account No.: 937 - Special Assessment Projects

See attached Project Status Report and Invoice Description.

Professional Services from March 24, 2019 to April 20, 2019

Phase 100 Regulatory and Easements

Task 002 Easements and Rights-of-Way

Professional Personnel

	Hours	Rate	Amount	
Engineer I	4.00	121.00	484.00	
Totals	4.00		484.00	
Total Labor				**484.00**
		Total this Task		**$484.00**
		Total this Phase		**$484.00**

Phase 410 CMS - Construction Contract Administration

Task 002 Office Engineering Services

Professional Personnel

	Hours	Rate	Amount	
Sr Project Manager	7.25	202.00	1,464.50	
Project Engineer	11.25	168.00	1,890.00	
Totals	18.50		3,354.50	
Total Labor				**3,354.50**
		Total this Task		**$3,354.50**
		Total this Phase		**$3,354.50**

Phase 420 CMS - Field Engineering Services

Task 001 Construction Management Services

Professional Personnel

	Hours	Rate	Amount	
Project Engineer	10.75	168.00	1,806.00	
Totals	10.75		1,806.00	
Total Labor				**1,806.00**

Project	R106025-0006	Fox Island Flood Control		Invoice	0043051
Unit Billing					
(BSK) Mileage - Survey/Inspection			16.0 Miles @ 0.78	12.48	
Total Units				**12.48**	**12.48**
			Total this Task		**$1,818.48**
			Total this Phase		**$1,818.48**
			Total this Invoice		**$5,656.98**

Outstanding Invoices

Number	Date	Balance
0042718	4/1/2019	20,074.12
Total		**20,074.12**

Total Now Due **$25,731.10**

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

Project Status and Invoice Description

HEI Project No.:	**R106025-0006**
BCWRD Account No.	**937 – Special Assessment Projects**
Project Name:	**Fox Island Flood Control**

Billing Period: ***March 24, 2019 through April 20, 2019***

Professional engineering services associated with construction engineering, construction observation and related activities on the Fox Island Flood Control Project.

Tasks Completed:

- Construction observation and coordination – limited activity continues
- Landowner contacts and discussions related to work limits and construction activities
- Several temporary construction easements submitted, past deadline, letter to those residents
- Discussion regarding resident communications and information process
- A 2019 preconstruction meeting remains to be scheduled
- Section 408 response document review - ongoing

Comments and Issues:

- Supreme Court Determination request for rehearing denied – issue closes
- Landowner issues continue to dominate construction related discussions for daily activities, along with ongoing consideration for individual tree removals
- Temporary Easement issue – Letter to owners regarding past deadline
- Landowner notice of project construction status and phasing to be determined
- Natural watercourse obstruction is tracked separately as an independent administrive action. Alternative has been selected so now time will be tracked for project changes.
- Additional design services for roadway lowering and sheet pile revisions have been incurred, which both provided a measurable net savings in project expense. These costs will be noted later and may result in a change in engineering services expense as CMS work continues.
- Consideration of borrow location alternatives continues, these added engineering services as well as and are intended to create a net project savings.
- A review of the incurred project costs is under review.

Phase (100) Regulatory and Easements	$	484.00
Phase (410) CMS – Construction Contract Administration	$	3,354.50
Phase (420) CMS – Field Engineering Services	$	1,818.48
Total Invoice	**$**	**5,656.98**

See accompanying invoice for personnel cost breakdown.

INVOICE

HoustonEngineering Inc.

Remit to:
1401 21st 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 (ND) Water Resource District
1720 Burnt Boat Drive, Suite 205
Bismarck, ND 58503

April 29, 2019
Invoice No: 0043052
Due Date: May 29, 2019

Project R146025-0018 Burleigh County WRD Drainage Complaints

BCWRD Account No.: 910

See attached Project Status Report and Invoice Description.

Professional Services from March 24, 2019 to April 20, 2019

Phase 000 General Inquires

Professional Personnel

	Hours	Rate	Amount	
Sr Project Manager	10.50	202.00	2,121.00	
Project Engineer	3.25	168.00	546.00	
Totals	13.75		2,667.00	
Total Labor				**2,667.00**

Unit Billing

(BSK) Mileage - Survey/Inspection	21.0 Miles @ 0.78	16.38	
Total Units		**16.38**	**16.38**

Total this Phase **$2,683.38**

Phase 024 Clausnitzer - Fox Island Watercourse

Professional Personnel

	Hours	Rate	Amount	
Sr Project Manager	4.50	202.00	909.00	
Project Engineer	4.75	168.00	798.00	
Totals	9.25		1,707.00	
Total Labor				**1,707.00**

Total this Phase **$1,707.00**

Total this Invoice **$4,390.38**

Outstanding Invoices

Number	Date	Balance
0042720	4/1/2019	5,893.00
Total		**5,893.00**

Total Now Due **$10,283.38**

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

Project Status and Invoice Description

HEI Project No.:	**6025-0018: Drainage Complaints**
BCWRD Account No.	**910 Shared Projects**
Project Name:	**Drainage Complaints**

Billing Period: ***March 24, 2019 through April 20, 2019***

Professional engineering and surveying services related to the evaluation of drainage complaints.

General Inquires (000)

- General Spring of 2019 drainage complaints – flood reviews and responses
  - Silbernagle – North of Hwy 1806 – Closed, BCHD Contact
  - Matthew Koch – Prior complaint resubmitted – Letter response pending
  - Ebbeson – Prior complaint area (additional research required)
  - Grande Prairie Estates – Initial review (moved to a BCHD review)
  - Apple Creek flooding – 80th Street flows to west – Closed no action required
  - Board manger consultations

Clausnitzer, Fox Island Watercourse (024)

- Evaluation of easement consideration and preliminary profiles
- Set up meeting to discuss cost memorandum
- Meeting with Clausnitzer, then Malloy, regarding proposed alternatives and costs

Comments:

- Closure actions on the various complaints not included in this invoice
- Additional work on the Clausnitzer complaint from this invoice forward will be tracked under a Fox Island Project phase to be assigned to the alternative implementation. Authorization was provided to proceed with the project design to formally request a change order from Northern Improvement, Inc.

Phase (000) – General Inquires		$ 2,683.38
Phase (024) – Clausnitzer, Fox Island Watercourse		$ 1,707.00
	Total	**$ 4,390.38**

See accompanying invoice for personnel cost breakdown.

Fronteer Payroll Services Inc
4007 State Street, Ste 20 P.O. Box 1315
Bismarck, ND 58502-

Date: January 04, 2019
Invoice #: 0000000435
Terms: Net

Burleigh Co. Water Resource District
1720 Burnt Boat Dr Ste 205
Bismarck, ND 58503-

Total Due: **$415.00**

Detach And Return With Payment

Fronteer Payroll Services Inc 4007 State Street, Ste 20 P.O. Box 1315, Bismarck, ND 58502-

Description	Amount	Total
1st Quarter 2019 Payroll Processing	$125.00	$125.00
4th Quarter Payroll Report Completion	$125.00	$125.00
940 Annual Report Completion	$75.00	$75.00
Completion of 5 W2s @ $10/W2	$50.00	$50.00
Completion of 2018 1099s @ $40 Minimum	$40.00	$40.00
	Total:	**$415.00**

Thank you for your business!

BISMARCK PARKS AND RECREATION DISTRICT
Est. 1927

400 E Front Ave
Bismarck, ND 58504-5641
Phone: 701.222.6455

INVOICE

BILLED TO:
Burleigh County Water Resource District
Mona Livdahl
1720 Burnt Boat Drive, Suite 205
Bismarck, ND 58503

DATE: 4/8/2019
INVOICE #: 01082
DUE DATE: 5/8/2019
TOTAL DUE: 12,354.80

CUSTOMER ACCOUNT # : 1017

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
McDowell Dam Reimbursement-March 2019	1.00		12,354.80
TOTAL THIS INVOICE			12,354.80

For questions, contact Julie Fornshell 701.222.6455
REMIT TO:

Bismarck Parks and Recreation District
400 E Front Ave
Bismarck ND 58504-5641

Please remit bottom portion of invoice with your payment.
Thank you!

CUSTOMER ACCOUNT # : 1017
DATE: 4/8/2019
INVOICE #: 01082
DUE DATE: 5/8/2019
TOTAL DUE: 12,354.80

BURLEIGH COUNTY WATER RESOURCE DISTRICT
McDowell Dam Monthly Billing

Bismarck Parks & Recreation District
400 E. Front Ave
Bismarck, ND 58504

For The Month Ended March 31, 2019

Date Submitted: 4/5/2019

Salaries & Wages	**$**	**4,713.75**
Employer Payroll Taxes		**360.60**
Employee Pension & Health/Life/ Diability Benefits		**1,838.62**
Property & Liability Insurance		**-**
Operating Expenses		**2,970.87**
Capital Improvement Expenses		**-**
Total Expenses	**$**	**9,883.84**
Administrative Fee		
(25% of Operating Expenses)	**$**	**2,470.96**
(5% of Capital Improvement Expenses)		**-**
Total Amount Requested	**$**	**12,354.80**

Megan Pedersen MP
Prepared By

Board Member

Accounting Specialist
Title

McDowell Dam Monthly Billing

March-19

Salaries & Wages		
Salaries - Full time	$ 4,713.75	
Accrued Sick and Annual Leave Pay	-	
Wages - Part time	-	
Wages - Part time (Overtime)	-	
Total Salaries & Wages		$ 4,713.75
Employer Payroll Taxes		
Social Security/Medicare	360.60	
Worker's Compensation - Paid Benefits	-	
Unemployment	-	
Total Employer Payroll Taxes		360.60
Employee Benefits		
Pension	490.23	
Job Service	-	
Health, Life, & Disability Insurance	1,348.39	
Total Employee Benefits		1,838.62
Property & Liability Insurance		
State Fire & Tornado	-	
General Liability	-	
Multi Coverage	-	
Auto Liability	-	
Total Property & Liability Insurance		-
Operating Expenses		
Sanitary Systems	98.00	
Miscellaneous Supplies	44.94	
Fuel	-	
Repairs & Replacement	1,939.38	
	2,082.32	
Utilities		
Electricity	527.60	
Garbage Removal	115.06	
Water	92.75	
Telephone	153.14	
Total Utilities	888.55	
Total Operating Expenses		2,970.87
Capital Improvements		
Capital Equipment	-	
Capital Outlay	-	
Total Capital Improvements		-
Total Expenses		$ 9,883.84

Account	Name	Beginning Balance	Total Activity	Ending Balance
Fund: 01 - GENERAL FUND				
01.12.000.510100	FULL-TIME SALARIES	6,164.13	4,713.75	10,877.88

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/01/2019	PYPKT00375	PYPKT00375 - 2019-3/		ROBINSON, DAVID H.:000415 - McDow			1,812.98	7,977.11
03/15/2019	PYPKT00378	PYPKT00378 - 2019-3/		ROBINSON, DAVID H.:000415 - McDow			1,087.79	9,064.90
03/29/2019	PYPKT00384	PYPKT00384 - 2019-3/		ROBINSON, DAVID H.:000415 - McDow			1,812.98	10,877.88

01.12.000.520400	SANITARY SYSTEMS	98.00	98.00	196.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/20/2019	APPKT01033	1871	197241	FEBRUARY 2019 RENTAL UNITS	0846 - SPIFFY BIFFS		98.00	196.00

01.12.000.530140	MISCELLANEOUS SUPPLIES	499.09	44.94	544.03

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/10/2019	APPKT01029	02212019-17	DFT0000469	STAMPS	0948 - US BANK - ONE CARD		11.00	510.09
				Purchased From Vendor: 0279 - DAN'S SUPER MARKET - S WASH ST				
03/10/2019	APPKT01029	23126072567	DFT0000469	LIGHT BULBS, DE-ICER, CAULKING	0948 - US BANK - ONE CARD		33.94	544.03
				Purchased From Vendor: 0581 - MENARDS				

01.12.000.531400	REPAIRS & REPLACEMENT	427.45	1,939.38	2,366.83

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/05/2019	APPKT01013	72051	197091	BOBCAT TRACTOR ROOF	0139 - BOBCAT OF MANDAN		1,533.81	1,961.26
03/10/2019	APPKT01029	1672334	DFT0000469	MASTER LINKS	0948 - US BANK - ONE CARD		35.13	1,996.39
				Purchased From Vendor: 0352 - FARM & HOME SUPPLY, INC.				
03/10/2019	APPKT01029	60699	DFT0000469	NO HUNTING, TRAPPING SIGNS	0948 - US BANK - ONE CARD		94.32	2,090.71
				Purchased From Vendor: 0782 - ROUGHRIDER INDUSTRIES				
03/10/2019	APPKT01029	613847-s	DFT0000469	OVEN MOTOR REFUND	0948 - US BANK - ONE CARD		-67.57	2,023.14
03/10/2019	APPKT01029	66521106790	DFT0000469	LADDER, GLOVES, BROOM, DRAIN SNA	0948 - US BANK - ONE CARD		182.19	2,205.33
				Purchased From Vendor: 0581 - MENARDS				
03/10/2019	APPKT01029	76359098899	DFT0000469	PIPE CLAMPS, GLUE, MULTI USE TOOL	0948 - US BANK - ONE CARD		161.50	2,366.83
				Purchased From Vendor: 0581 - MENARDS				

01.12.000.540130	ELECTRICITY	492.36	527.60	1,019.96

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/18/2019	APPKT01028	030619	197197	FEBRUARY 2019 BILLING PERIOD	0175 - CAPITAL ELECTRIC COOPERATIVE		527.60	1,019.96

Detail Report **Date Range: 03/01/2019 - 03/31/2019**

Account	Name	Beginning Balance	Total Activity	Ending Balance
01.12.000.540140	GARBAGE	115.06	115.06	230.12

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/10/2019	APPKT01029	6552789-0506-3	DFT0000469	JANUARY 2019 TRASH COLLECTION	0948 - US BANK - ONE CARD		115.06	230.12
				Purchased From Vendor: 0968 - WASTE MANAGEMENT OF ND				

Account	Name	Beginning Balance	Total Activity	Ending Balance
01.12.000.540150	WATER	110.75	92.75	203.50

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/07/2019	APPKT01018	022119	197160	JANUARY 2019 BILLING PERIOD	0837 - SOUTH CENTRAL REGIONAL WATER		92.75	203.50

Account	Name	Beginning Balance	Total Activity	Ending Balance
01.12.000.540160	TELEPHONE	143.14	153.14	296.28

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/07/2019	APPKT01018	022819	197108	BILLING PERIOD 02/28/19 - 03/27/19	0202 - CENTURYLINK		6.00	149.14
03/10/2019	APPKT01029	2022019	DFT0000469	FEBRUARY 2019 INTERNET, PHONE	0948 - US BANK - ONE CARD		147.14	296.28
				Purchased From Vendor: 0087 - BEK COMMUNICATIONS				

Account	Name	Beginning Balance	Total Activity	Ending Balance
01.12.000.550100	HEALTH INSURANCE	3,111.66	1,348.39	4,460.05

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/31/2019	APPKT01045	EINS-19-0053	197257	MARCH 2019 HEALTH BENEFITS	0209 - CITY OF BISMARCK		1,555.83	4,667.49
03/31/2019	GLPKT01881	JE01631		To reallocate health insurance expense			-207.44	4,460.05

Total Fund: 01 - GENERAL FUND: **Beginning Balance: 11,161.64** **Total Activity: 9,033.01** **Ending Balance: 20,194.65**

Grand Totals: **Beginning Balance: 11,161.64** **Total Activity: 9,033.01** **Ending Balance: 20,194.65**

Date Range: 03/01/2019 - 03/31/2019

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
01 - GENERAL FUND	11,161.64	9,033.01	20,194.65
Grand Total:	**11,161.64**	**9,033.01**	**20,194.65**

Fronteer Payroll Services Inc
4007 State Street, Ste 20 P.O. Box 1315
Bismarck, ND 58502-

Date: April 08, 2019
Invoice #: 0000000653
Terms: Net

Burleigh Co. Water Resource District
1720 Burnt Boat Dr Ste 205
Bismarck, ND 58503-

Total Due: **$250.00**

Detach And Return With Payment

Fronteer Payroll Services Inc 4007 State Street, Ste 20 P.O. Box 1315, Bismarck, ND 58502-

Description	Amount	Total
1st Quarter Payroll Processing	$125.00	$125.00
1st Quarter Report Preparation	$125.00	$125.00
	Total:	**$250.00**

Thank you for your business!

Striving to provide leadership in developing recreational, economic, agricultural and environmental opportunities for Lake Oahe.

March 22, 2019

Re: Annual Meeting

Dear Member,

Please find enclosed a renewal membership application for 2019 as well as a flier for our annual supper and fun night. You will notice there is a place for your e-mail address if you would like to receive the minutes of the monthly meetings; there is also an option to become a lifetime member for a onetime fee of $250.00. Dues are currently $25.00 per voting membership; if you decide to become a lifetime member you will still receive all the same benefits as an annual member. If you are unable to attend the annual meeting please fill out the application and mail it back along with your dues to the above listed address.

The annual meeting is scheduled for Saturday May 4, 2019 at the KC Hall in Linton. Social hour will begin at 5:30 pm followed by supper at 6:30 pm. A short meeting & election of directors will follow supper. There will be raffles and door prizes throughout the evening. Three director positions are up for election this year, if you would like to run for one of the positions or know of someone who would be interested in running please inform one of the board members.

Your directors are working on a number of projects which include upgrading access, developing better fish cleaning facilities and creating areas for shoreline fishing access. We will provide more details on these projects and answer any questions you might have at the annual meeting. If there is something you think the board of directors should be looking into please bring your ideas to our attention at the annual meeting.

The board of directors would like to thank you for being a member of the Voices For Lake Oahe. If you know of anyone who may be interested in joining the club, please bring them along to our annual fun night.

Until Next Time!

(REMINDER to please return any unsold raffle tickets as well as any stubs & payment from the sold raffle tickets either by mail or bring to Randy at Prairie Heating or Kim at Linton Fitness – thank you!)

VFLO Membership Committee ~ Randy & Nancy Bosch, Wayne Jahner & Kim Hagen

PO Box 482
Linton, ND 58552-0482
voicesforlakeoahe@gmail.com

Emailed 4-12-19

VOICES FOR LAKE OAHE

ANNUAL MEMBERSHIP

FUN NIGHT

Saturday, May 4, 2019

Knights of Columbus Hall ~ Linton

$25 Donation

Includes 2019 Membership & Supper for Two

5:30 p.m. Social Hour

6:30 p.m. Supper

7:30 p.m. Meeting & Prizes

CASH BAR

RAFFLES ~ DOOR PRIZES

PUBLIC INVITED!

VOICES FOR LAKE OAHE

Established on February 22, 2003 to provide leadership in Developing recreational, agricultural, economic and Environmental opportunities for Lake Oahe

PO Box 482 Linton, ND 58552

www.ndsportfishingcongress.org
Click on Voices for Lake Oahe
voicesforlakeoahe@gmail.com

MEMBERSHIP APPLICATION

(2019 Renewal)

OUR GOALS

To provide a unified voice for Lake Oahe.

To promote and develop Lake Oahe.

To provide recommendations for developing access to Lake Oahe.

To inform and educate others about the economic and environmental impact of maintaining adequate water levels on Lake Oahe.

To influence the U.S. Army Corps of Engineers in updating the Master Plan for Lake Oahe.

Name:_____

Address: _____

City: _____ **State:**_____ **Zip:**_____

E-mail Address:_____

☐ **$25.00 Yearly Membership** ☐ **$250.00 Lifetime Membership**

Please provide your e-mail address. We will not give or sell your address to anyone. E-mailing saves both postage and labor for VFLO.

Membership dues are the same per year for all membership classifications which include Individual, Family, Business and Organization. Please make your check payable to Voices For Lake Oahe and submit with this application.