

BCWRD Meeting Minutes
June 3, 2014 – HDR Engineering Office

Present: Terry Fleck, Cary Backstrand, Kathleen Jones, Dave Bliss, Dennis Reep, Commissioner Doug Schonert, Michael Gunsch, and Mona Livdahl.

Absent: Gordon Weixel

Call to order: Called to order at 8:07 a.m. noting a quorum was present.

Agenda Items	Discussion	Board Action	Responsible Party	Due Date
5-13-14 Minutes	None	Cary moved to approve, Kathleen seconded. Motion Carried	n/a	n/a
5-20-14 Special Meeting	None	Kathleen moved to approve, Dennis seconded. Motion Carried	n/a	n/a
MRCC	Request by Marcus Hall and residents to do another petition for a flood control project. Discussed having at least 50% of voting members to sign that they are in favor of the project before we commit to needing a bond.	Cary moved that we have legal counsel and engineer draft a petition for the neighborhood and provide it to the residents and once we receive the petition back then this board would accept a petition and whether or not a bond would be required would be done at that time. Dennis seconded. A roll call vote was taken: Cary: Yes Kathleen: Yes Dennis: Yes Gordon: Absent Chairman Fleck: Yes Motion carried.	Michael Gunsch, Dave Bliss & Kathleen Jones	July – before budget finalization
May Financial Report	Reviewed noting balance of \$756,697.24 – Reserve balance of \$412,631 which is obligated to projects.	Cary moved to accept treasurer's report. Dennis seconded. Motion carried.	N/a	n/a

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2015 McDowell Dam proposed Budget	Discussed splitting out McDowell's budget from WRD	<p>McDowell Dam budget: Dennis moved, Cary seconded. Discussed the administration fee of \$222,000 - noted this needs to be redone. Dennis amended to approve subject to the revisions discussed. Cary seconded as amended. Kathleen will email out the revisions</p> <p>Cary: Yes Kathleen: Yes Dennis: Yes Gordon: Absent Chairman Fleck: Yes</p> <p>Motion carried.</p>	Kathleen	
2015 BCWRD Proposed Budget	Discussed the project number changes to the budget as well as BCWRD paying for Apple Creek gages, but being reimbursed by the Highway Department – discussed adding an income line to reflect this.	<p>Cary motion to approve the 2015 proposed budget. Dennis seconded. Roll call vote taken.</p> <p>Cary: Yes Kathleen: Yes Dennis: Yes Gordon: Absent Chairman Fleck: Yes</p> <p>Motion carried.</p>	Kathleen	
Audit Report	The 2013 Audit report was received. There were no recommendations at this time from the State Auditor with the exception of policies.	No action – continue to develop policies	Kathleen/Dave	
Insurance	Dave reviewed noting the list of policies needed including errors and omission for board members, Aeron club, dams and paddleboats.	Continue working on insurance policies	Dave Bliss	

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Country Creek 3 rd	Need Developers agreement signed, this will be presented to the County Commissioner's on June 16 th . Michael still working on easement.	Public meeting to be held June 17 th at Bismarck Public Library.	Michael, Marcus, Cary Backstrand	6/17/14
County Planning Meeting & MOU	Marcus noted this will be readdressed after construction season.	Remove from agenda until Marcus lets us know.	Marcus	n/a
McDowell Dam	Discussed capital expenditures needed by McDowell. Greg also noted the paddleboats are in.	Meeting set up for June 11 th at Dave Bliss' office to review.	Gordon, Dave, Randy, Greg, Kathleen, Mona	6/11/14
McDowell Dam payments	Discussed receiving income revenues being received quarterly versus seasonally and in a separate check, not deducted from the bill.	Kathleen moved that we receive revenue payments quarterly in check form. Dennis seconded. Kathy Feist is the new finance director and Greg will speak with her. Cary: Yes Kathleen: Yes Dennis: Yes Gordon: Absent Chairman Fleck: Yes Motion Carried.	Gordon, Greg Smith, Kathy Feist	
McDowell Dam Grant Processing	Discussed the grant process noting we should start looking at it now.	Put on next month's agenda and discuss with Gordon.	Gordon	7/8/14
Bills		Cary moved to approve the bills totaling \$39,292.23. Dennis seconded. Motion carried.	Kathleen/Mona	

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Hay Creek	Noted the bill that had been denied in October, 2013 was actually for the 2013 bill not 2014, the Apple Creek gage was approved and is to be reimbursed by the Highway department.	Consensus to pay the Hay Creek gage amount for 2013 after Kathleen sees a note stating that it was approved and that we are cancelling it for 2014.	Michael/Kathleen	
Hogue Island	Discussed the bill received from Bohlman and the change order needed. A walk through has been scheduled for Thursday, June 5 th and the a new change order is required.	Kathleen moved that we pay Bohlman \$71,000 and the balance due after the walkthrough and final change order. Cary seconded. Cary: Yes Kathleen: Yes Dennis: Yes Gordon: Absent Chairman Fleck; Yes Motion Carried		
Hogue Island Straw Poll vote	A straw poll vote was taken and the project failed at a vote of 10 for, 110 opposed. Noted at this time we will cancel project and they can petition us at a later date. Discussed cancelling resolution, need a copy in the next book.	Kathleen moved that we accept the results of the straw poll vote taken. Cary seconded. Cary: Yes Kathleen: Yes Dennis: Yes Gordon: Absent Fleck: Yes Motion carried.	Mona – get a copy of resolution on next agenda	7/8/14
Burnt Creek	In June the board will approve and then can advertise for bids. Discussed DOT asking for a gate. Noted we need to look at the benefits first.	Asked Michael to provide information on gate request and advantages.	Michael	7/8/14

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Missouri River Snagging	On hold	None		
Drainage Complaints:				
Eldin Spier	Pending until issue is resolved.	Follow up on Toman Engineering	Michael/Cary	
River of Hope	Pending until follow up by city is complete.		Cary	
DeKrey/Kvanig	Mr. Kvanig asked for an extension due to the wet conditions.	Cary moved that we extend this to July 1st. Dennis seconded. Motion Carried.	Cary	7/1/14
Pfliger/Dahl	Cary reviewed his findings and sent a letter to Mr. Pfliger notifying him that this board does not have statutory authority over this issue.	Cary moved that we dismiss as we do not have statutory authority. Kathleen seconded. Motion carried. Remove from agenda	Mona	
Lynette Keller	Cary spoke to Ms. Keller and has not had an opportunity to look at it yet.	Talk to Ray Ziegler regarding information he has and possibly involve engineer.	Cary	
SWMP				
Ash Ward Coulee	Discussed meeting that was to be held in April – Michael will check on.	None	Dennis/Michael	
SWC Policy Revisions	Still not approved by State Water Commission	n/a	n/a	
Old Business				
Records Retention	On hold until July – Laurence from Docustore will do presentation.	Pending July meeting		
Missouri River Coordinator	Michael noted things going well with Lance. Initial contacts have been made with landowners and constituents.	Follow up		

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HB1338	Meeting regarding this will be held June 11 th at the State Capitol Brynhild room.	No action taken		
Fox Island Cost Share Request	We still have not received cost share amounts	No action taken		
Purchasing Policy	On hold until Fall	Kathleen/Dennis		
Internal Controls	Investigate the Fraud and Internal control policies.	Dave Bliss/Kathleen		
Work Order 1	Review – meeting has been set up for Monday, June 9th	Kathleen/Michael Gunsch		
Fox Island rip rap	Michael investigated -spoke to Marcus noting similar to Levinson/Goodin. Marcus does not have the monies at this time to do the work.	None		
New Business				
Water Users Manual	Purchase one more, Dennis moved to approve purchase of one more manual. – Kathleen seconded. Motion carried	Purchase Manual	Cary	
Minutes change format	Discussed changing the minutes format, and special meeting i.e. walk through on Hogue Island noting they are not recorded, but they need to be posted and are discussed at the next meeting. Noted this format would meet the requirements of meeting notes.	Kathleen moved that we go to the Executive format creating separate formats for agenda items, board discussion, action items, and due dates however we maintain Mona's notes and recordings for a period of one year should we need to go back. Dennis seconded. Motion carried.		

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Expense Policy	Currently the BCWRD Board can charge up to \$135/day. Cary, Kathleen and Terry discussed putting an expense policy to be reimbursed for i.e. phone calls, other items. Discussed listing it as \$45/hour for BCWRD meetings.	Dennis moved that we go to \$45 per hour not to exceed \$135/day. Kathleen seconded. Motion carried.		
Website updates:	Discussed adding the following tabs: McDowell Dam, Active Drainage complaints.	Consensus to leave website as is. We can archive old projects.	Mona	
Next Meeting:	July 8th			

Meeting adjourned at 11:43 a.m.



Mona Livdahl, BCWRD Admin. Secretary