

BCWRD Meeting Minutes
July 8, 2014 – Tom Baker Meeting Room

Agenda Items	Discussion	Board Action	Responsible Party	Due Date
<p>Present: Terry Fleck, Cary Backstrand, Kathleen Jones, Gordon Weixel, Dennis Reep, Dave Bliss, Bliss & Stebbins Law Firm, Michael Gunsch, Houston Engineering, Inc.; and Mona Livdahl, Personalized Management Services, Inc.</p>				
<p>Call to order: Called to order at 8:00 a.m. noting a quorum was present.</p>				
6-3-14 Minutes	None	Kathleen moved to approve, Cary seconded. Motion Carried.	n/a	n/a
Docustore Presentation	Scanning cost would be around \$25/document up to 125 pages. Dennis asked about the OCR value - which is for word recognition. Dennis asked for an estimate on the work based on the conversation.	Kathleen moved to employ Docustore to go back to 2011 and scan all agenda books and go forward to 12, 13 and 14 and bookmark the books that have been scanned. Cary seconded. Kathleen amended to go back to 2010. Kathleen amended her motion noting if there is an occurrence whereas we go over \$150 a book to contact us. Cary seconded the amendment. A roll call vote was taken: Dennis: Yes Kathleen: Yes Gordon: Cary: Yes Chairman Fleck: Yes Motion Carried.	Mona/Docustore	n/a
McDowell Dam				
Insurance Claim	Discussed the insurance claim whereas a door was ripped off the building during a wind storm.	Kathleen and Gordon will continue to work with Forrest to get this taken care of.	Kathleen/Gordon/Forrest	
Annual Report	Reviewed no comments			
Funding Opportunities	The Master Plan is already 10 years old. Budgeting will be	Consensus to meet with the McDowell family to get input as to what their vision is	Gordon/Dave/Kathleen /Michael	October, 2015

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	<p>scheduled for 2015 for the Master Plan and 2017 for the intake. Kathleen noted she sees two issues - the need to contact the family and the need to educate the County Commissioners especially about the agreement with NRCS which is 50 years as well as the agreement with the McDowell Trust so they know we were charged with managing this Dam.</p>	<p>for the McDowell Dam and then work on the Master Plan. Also discussed providing the County Commissioners with a copy of the Master Plan from 2005. Discussed getting a grant writer for the near future to fund McDowell.</p> <p>Kathleen moved to have a report from the McDowell Family in order to proceed with the 2015 Master Plan. Gordon seconded.</p> <p>Dennis: Yes Kathleen: Yes Gordon: Yes Cary: Yes Chairman Fleck: Yes</p> <p>Motion Carried.</p>		
Aero Club lease	<p>A new lease was developed extending the lease through April, 2025 as well as conveying the two structures to the BCWRD.</p>	<p>Gordon moved to accept the lease, Kathleen seconded. Motion Carried.</p>	Gordon/Rod Matzke	4/4/2025
Insurance	<p>Dave Bliss noted he has the insurances and will be sending a letter to Mr. Walter, State Auditor with documentation</p>	<p>Mail letters and insurances to State Auditor</p>	Dave Bliss	
Admin. Fee	<p>Greg Smith discussed the 25% administrative fee and will have the report prior to August. Greg also noted that he will get someone to fix the door on the shop building.</p>	<p>No action needed until the report is available.</p>	Greg Smith	8/12/14

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Capital Improvement Plan	Discussed moving the boat ramp.	We would need to identify a location, put a cost to it and submit to the ND Game & Fish for Cost Share.	Gordon/Forrest/Greg & Michael	8/12/14
County Engineer Items				
Country Creek 3rd	The Developer's Agreement is signed and in place.	None		
Preliminary Vote	Deadline for votes July 17 th		Mona	7/17/14
Update on MRCC Petition Process	Michael provided Julie Roswig with more information. Kathleen noted the last petition process cost \$8,000 – this one is budgeted at \$5,000.	None		
Hogue Island				
Final Payment to Bohlman	Kathleen and Travis took a look at the area and it looks good.	Approve payment of \$24,806.23 – under bills.		
Cost Share Participation	Michael asked the board to authorize Kathleen to review and take to State Water Commission when complete.	Dennis moved to approve review by Kathleen and taking to State Water Commission. Gordon Seconded. Motion carried.	Michael/Kathleen	
Sale of lots	Kathleen noted that the appraisals won't be done until the end of July. In the meantime we need to draft a letter to the residents letting them know where we are at.	Kathleen moved that we send an update letters to the residents to let them know what is going on. Gordon seconded. The letter will go to all the residents on the north end - noted we do have emails for all the North end residents. Kathleen and Michael will draft the letter and will email out. Motion carried.	Michael/Kathleen	
State Water Commission Cost Share	Michael noted that this was pulled from the State Water Commission's budget for cost share. It was noted that we set			

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	aside \$50,000 in reserves for our portion owing on the sale of the homes.			
Resolution	Michael noted a project was created and we needed a Resolution to dissolve the project as we will not be building it.	Cary moved to dissolve the project. Kathleen seconded. A roll call vote was taken: Dennis: Yes Kathleen: Yes Gordon: Yes Cary: Yes Chairman Fleck: Yes Motion Carried.		
Financial Reports				
June Month End	Kathleen reviewed the financials.	Kathleen moved that we take \$100,000 of the Burnt Creek Reserve fund and move to the checking account. Cary seconded. Motion carried.	Kathleen/Nancy	
		Kathleen moved to take the \$66,000 labeled SWC in the reserve account and place it in the checking account to close out Hogue Island. Cary seconded. Motion Carried.	Kathleen/Nancy	
Project Status Report	Kathleen noted she made the report to the County Commissioners - she was informed that unless the bookkeeping returns to the county they will not approve. At the August 4th - Kathleen will send bullet points to the county commission outlining the importance of the funding.		Kathleen	8/4/14

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	Kathleen will email to the board first - August 4th is the last pitch she can make for McDowell Dam. The county charged the Water Resource District 10% of whatever we had in the account as an administrative fee.			
Liability Insurance	A letter was received quoting the premiums for liability insurance.	Kathleen moved to accept Option 1 which is a \$1,000,000 policy. Dennis seconded. A roll call vote was taken: Dennis: Yes Kathleen: Yes Gordon: Yes Cary: No Chairman Fleck: Abstained Motion carried.	Mona/Dave Bliss	
Review Policies				
Credit Cards:	The BCWRD does not use credit cards and will not need this policy.			
Paying Bills Policy:	Historically the Treasurer always reviews the bills.	Kathleen moved to not accept these policies. Cary seconded. A roll call vote was taken: Dennis: Yes Kathleen: Yes Cary: Yes Chairman Fleck: Yes Motion Carried. Kathleen moved that the Treasurer of the BCWRD review the bills on a monthly basis prior to the meeting. Dennis seconded. Motion carried.		

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Bills:	The bills were presented in the amount of \$72,977.09	Kathleen moved that we approve the bills as presented, Dennis seconded. Motion Carried.		
Drainage Complaints				
Eldin Spier	No updates	Leave on agenda.	Cary/Michael	
River of Hope:	Cary noted he had looked at the area and they are in the process of constructing the facility.	Leave on agenda.	Cary/Michael	
Tom DeKrey:	A compliance date was given until July 1 st . Due to the moisture in the area, discussed extending it until August 12 th .	Cary moved that we move the compliance date until August 12th, Dennis seconded. Motion Carried.	Cary/Michael	8/12/14
Lynette Keller:	Cary reviewed the area and noted the BCWRD does not have jurisdiction.	Cary moved to dismiss the complaint as we don't have jurisdiction. Gordon seconded. Motion Carried.	Cary	
Duane Boeder & Ron Arth- Fox Haven	Cary noted that he has not been out to the area yet. Kathleen did attend the township meeting and discussed the culverts sizes and has agreed to withdraw his complaint.	Kathleen moved to dismiss both drainage complaints. Cary seconded. Motion Carried.	Kathleen	
Fox Island Homeowners	Cary reviewed noting Michael and he met with the City of Bismarck. Cary suggested that this board as well as the City and Homeowners Association take care of the maintenance of this ditch. Noted Don Roloff said the ditch is on private property and there are no easements and the		Cary	

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	HOA are not helping. A meeting has been set up with the HOA as to what might be done on the 15th.			
80 Acre law	Cary discussed the 80 acre law which was put in the law in the 50's for agriculture drainage. Cary asked if we can ask for jurisdiction in the smaller areas. Dave Bliss noted that we can. Discussed promulgating the rules - Bliss will look at the duties. Noted we need to delineate our duties. Cary asked what we can do if they don't follow – Dave Bliss noted that we can't enforce the city and county need to enforce their own ordinances.	Discussed promulgating the rules - Bliss will look at the duties. Noted we need to delineate our duties. Kathleen suggested that Cary go to Grand Forks and get together with Sean Frederick and Carol to establish policies.	Dave Bliss/Cary	
Burnt Creek Flood Control Project				
Easements	The permanent access easement has been approved.			
NDDOT re: gates	The DOT has requested a gate and the board would like to see the benefit.	Dennis and Michael will meet with DOT on the low gate levee.	Michael/Dennis	
Cost Share	The agreement has been signed, we are waiting on insurance.		Mona	
Bids		Kathleen moved to advertise and move forward on Burnt Creek, Cary seconded. Motion Carried.	Michael	
Apple Creek Water	Put on hold			

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Supply				
Missouri River Snagging	On hold			
Old Business:				
Reworking of 2 approved policies – Fraud & Internal Controls	Discussed the Fraud and Internal controls policy. On the internal controls, we do have segregation of duties, so that can remain. On the Fraud policy discussion was held on defining “material value” which Dave Bliss defined in the policy.	Kathleen moved to approve policy revisions. Cary seconded. Motion carried.		7/8/14
Purchasing Procedures		Kathleen moved to adopt the state purchasing policy for engineering and legal fees. Gordon seconded. Motion carried.		7/8/14
SA #1 & 2015 HEI Fee schedule	Kathleen suggested that we adopt the fee schedule and get rid of SA 1 and Work Order 1. Michael felt that this is a general authorization to do whatever as contractually asked of by the board.	Kathleen moved to accept SA 1 and the 2015 Fee Schedule. Cary seconded. Motion Carried		
New Business:				
Grant Writing	Discussed earlier	Kathleen will visit with Tracy and Terry will visit with Rod about bidding this.	Kathleen/Terry	
Peer Review:	No action needed.			
Apple Creek Industrial Park Levee Cost Share	Michael recommended that we table it as they are trying to set up a meeting with the constituents first.	Tabled		8/12/14

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Meeting adjourned at 11:45 a.m.



Mona Livdahl, BCWRD Admin. Secretary