



## BURLEIGH COUNTY WATER RESOURCE DISTRICT AGENDA

Wednesday, January 8, 2020

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 12/11/19 Minutes (attached) .....3-7**
3. **Reorganization – Election of Officers**
  - o **Chairman**
  - o **Vice Chairman**
  - o **Secretary/Treasurer**
  - o **Reappointment of Administrative Secretary, Engineer & Legal Counsel**
  - o **Review and Approve 2020 Portfolios**
    - o Portfolios for 2019 Attached for Reference..... 8
4. 2020 Hydrologic Update
  - Ice Jam Update
  - River Flow Projections (3-week releases)
  - MRCC Gate Closures
5. McDowell Dam
  - o Aero Club lease – status? (Landenberger/Bliss)
  - o Strategic Plan Update – (James/Gunsch)
  - o McDowell Dam land lease contract (Bliss/Landenberger)
6. Comments from Members of the Public: (For comments on items not on the agenda)
7. Financial Reports
  - **Balance Sheet .....9**
  - **Profit & Loss 1-8-2020 ..... 10-11**
  - **NDIRF: State Bonding Application (Detwiller)**
8. **Approval of Bills: \$34,414.04 ..... 12**
  - (\$27,125.18 General + \$7,288.86 Payroll/Liabilities)
9. **Approval of Fox Island Bills: \$9,157.50 ..... 12**
10. **Payment of USGS bill (approved 10/10/2018) \$5880.00 (minutes attached in detailed bills pp. 100-103)**
11. Drainage Permits/Complaints/Issues: Open
  - o Steiner, Kurt (Spiritwood Subdivision, SWMP Culvert) – on hold pending county discussion with landowner
12. Drainage Complaints: Closed/Resolved:
  - o Jensen, Larry (Brookfield Estates, Approach Installation) – Revised letter sent 12-17-19 ..... 13
13. Projects
  - o Sibley Island
    - o Status Report (Rod/Michael)
    - o Public Comments
  - o Fox Island Status
    - o Project Updates –
      - Record Drawings (complete to status)
      - Contractor Punch List under development
      - O&M Manual - Under Development
  - o Letters to Landowners re: ROW violations – extended deadlines..... 14-20

- Public Comments
  - Missouri River Bank Stabilization
    - GIS mapping project continues (Gunsch)
    - COE Discussion on Stabilization Issues (March/April 2020)
14. Break
15. Other Old Business
- Stonegate SWMP Memorandum (Handout – Gunsch)
  - Policy Manual – REVISED Draft Update
    - Burnt Creek O&M Manual (Gunsch)
    - Storm Water Management Plan Review Policy (Reep, Landenberger, Gunsch) – Pending
  - RFP’s for contracted services update (Detwiller, Larson)
  - Removal of wells on Hay Creek pines project (delayed due to snow removal)
  - Brookfield Estates Assessment District (Gunsch)
  -
16. New Business
- **Approve 2020 meeting dates..... 21**
  - NDSWC and HEI - remapping Hay Creek Floodplain (Gunsch) ..... 22-24
  - **Brady Martz audit prep letter and checklist..... 25-27**
  - Other
17. Correspondence or Document Information
- Hallmark Homes proposed residence ..... 28-36
  - Plats & SWMP ..... 37-55
    - Boulder Ridge 7<sup>th</sup>
    - Clear Sky
    - Daybreak Medical Addition
    - Elk Ridge 2<sup>nd</sup> Addition
    - MDU Vermont Ave Addition
18. Detailed Bills..... 56-103
19. Next Meeting: February 12, 2020
20. Adjourn

**Note: Bold Items Require Board Action**

BCWRD Meeting Minutes  
December 11, 2019 – City County Building  
Draft – not approved yet

Agenda Items	Discussion	Board Action	Responsible Party	Due Date
<p><b>Present:</b> Chairman Greg Larson, Vice Chairman Dennis Reep, Rick Detwiller, James Landenberger, Rod Beck, Travis Johnson, Houston Engineering, Inc.; Dave Bliss, Bliss Law Firm, LLC; Commissioner Kathleen Jones, Burleigh County Commissioner and Tracie Day, Personalized Management Services.</p> <p><b>Others Present:</b> Mary Senger – Burleigh County Emergency Mgmt.; David Mayer – Bismarck Parks &amp; Rec.; Peter Massett – Fox Island resident</p> <p>Chairman Larson called the meeting to order at 8:00 a.m. Roll call was taken, and a quorum was declared.</p>				
	<b>Discussion</b>	<b>Action Taken</b>	<b>Responsible Party(s)</b>	<b>Due Date</b>
Approval of 11/13/19 Minutes:		Mgr. Reep motion to approve as presented; Mgr. Landenberger 2 <sup>nd</sup> . Carried by voice vote.		
Approval of 11/18/19 Conference Call Minutes:	Mgr. Beck noted that he was left off the attendance portion of the minutes.	Mgr. Landenberger motion to approve; Mgr. Detwiller 2 <sup>nd</sup> . Motion amended to include amending attendance to include Mgr. Beck as present on the call. Carried by voice vote.		
<b>2020 Hydrologic Update – Mary Senger, Burleigh County Emergency Mgmt.</b>				
	Reported growing angst throughout the county re: saturation issues and ground water. Burleigh County & City of Bismarck meeting Feb 2 <sup>nd</sup> for planning session. Chm. Larson requested to be included in the Feb 2 <sup>nd</sup> meeting.			
	First flood outlook to be released Feb 13 <sup>th</sup> . Flood awareness campaign & prompting residents to purchase flood insurance ongoing. River is partially frozen; expecting full freeze soon so water level will rise. Hydrologic update release yesterday; today drone photos will be posted.			
<b>Multi-Hazard Mitigation Plan – Mary Senger, Burleigh County Emergency Mgmt.</b>				
	Process for 5-year plan with Federal Emergency Management Agency [FEMA] is required for eligibility for disaster assistance programs. Survey & updates being conducted via social media; public input meeting will be held. Goal to compare what can be done			

Agenda Items	Discussion	Board Action	Responsible Party	Due Date
	vs. expectations. Mgr. Reep asked for deadline. March 20, 2020.			
<b>McDowell Dam</b>				
<b>General</b>	Mgr. Landenberger reported multi use trails are cleared as much as possible for public use.			
<b>Aero Lease:</b>	Updated lease still in process.		Landenberger/Gunsch/Bliss	1/8/2020
<b>Land Lease:</b>	Updated lease still in process.		Landenberger/Gunsch/Bliss	1/8/2020
<b>ND Sporting Spaniel Club</b>	Mgr. Beck answered questions about the event. Parks & Rec is aware; no conflict exists at this point. No expense not covered by the SSPC. Parks & Rec will collaborate to verify insurance & liability concerns.	<b>Mgr. Landenberger motion to accept proposal; Mgr. Reep 2<sup>nd</sup>. Carried by voice vote.</b>		
<b>Comments from Members of the Public on non-agenda related issues:</b>		None noted.		
<b>Financial Reports:</b>	Mgr. Detwiller reviewed the November P&L and Balance sheet. Noted large expenditures have been paid but balances adequate through next funding cycle.	<b>Mgr. Detwiller motion to approve financials, Second by Mgr. Reep.</b>		
	<b>NDIRF: State Bonding Application – deadline to apply end of year. Mgr. Detwiller still working on report. Cmr. Jones recommended consult with Clyde Thompson before finalizing.</b>	<b>Mgr. Detwiller will complete and present finalized numbers at January meeting.</b>	Mgr. Detwiller	1/8/2020
<b>Bills:</b>	Mgr. Detwiller reviewed the bills and found them in order in the amount of \$41,138.41.	<b>Mgr. Detwiller motion to approve. Second by Mgr. Reep. Carried by unanimous voice vote.</b>		
<b>Fox Island Bills. :</b>	Mgr. Landenberger reviewed bills totaling \$89,514.48. Specifically mentioned pay req. 9 includes about 97-98% completion. Travis from HEI concurred; outlined cleanup and misc work needing completion in the spring.	<b>Mgr. Landenberger motion to approve. Second by Mgr. Reep. Carried by unanimous voice vote.</b>		
<b>Drainage Complaints (OPEN or PENDING):</b>				
<b>Steiner, Kurt</b>	Mgr. Beck & Engr. Gunsch met with Casey to update the mgmt. plan to address the drainage rerouting & cleaning of the ditch line. May be several months before complete. Mgr.		Beck	1/8/2020



Agenda Items	Discussion	Board Action	Responsible Party	Due Date
	Detwiller summarized conversations with Mr. Steiner and wondered if this plan has been communicated to him. <b>Mgr. Beck will follow up with Casey to make sure communication with Mr. Steiner is complete.</b>			
<b>Drainage Complaints (CLOSED/RESOLVED):</b>				
<b>Jensen, Larry:</b>	Mgr. Detwiller reported that letter was sent. Request was singed off on due to hwy. dept jurisdiction. Mgr. Reep noticed that there is a missing word "NOT" in the letter which completely changes the nature of the letter. Rick will work with PMS to correct.	Correct wording mistake and send revised letter to Mr. Jensen.	Mgr. Detwiller/Tracie Day/Mona Livdahl	1/8/2020
<b>Projects:</b>				
<b>Sibley Island</b>	Mgr. Beck reviewed signed agreement for Sibley Island cost share. Atty. Bliss commented on the language regarding atty's fees in the agmt. Also noted this is not a commitment of funds or a project, just a planning tool.	<b>Mgr. Beck motion to approve. Mgr. Landenberger second. Atty. Bliss will work with them to clarify wording. Carried by unanimous roll call vote.</b>	Beck, Bliss	1/8/2020
	Atty Bliss will make written change; Chm. Larson will initial and sign. Fully executed letter will be in January agenda book.			1/8/2020
<b>Fox Island Project:</b>		<b>Chm. Larson abstained; turned meeting over to Vice Chm. Reep.</b>		
	Per Mgr. Landenberger and Travis Johnson (HEI) work is complete due to weather/frozen conditions. Mgr. Landenberger will be working on cost/finalized with Engr. Gunsch.			
	Two (2) recipients of ROW violation letters have responded that they are working with their contractors to remove ROW violations (sprinklers.)			
	Travis (HEI) will be drafting O&M Manual for this project over the winter months.			
	Mgr. Landenberger presented a request received by Mr. Peter Massett for extension of time to complete removal			

Agenda Items	Discussion	Board Action	Responsible Party	Due Date
	of ROW violations (pillars.) Board consensus reflected that if Mr. Massett would've taken the notice seriously and complied, an extension would not be necessary.			
	Mgr. Reep asked Mr. Massett if he had comments or further information to present. Mr. Massett said he recognized the board is not going to back down on this action but needs more time to complete. Mgr. Beck commentary that his approval was due only to weather constraints and noted his disappointment in the Massett's handling of the matter.	<b>Mgr. Landenberger motion to approve extension of time to remove ROW violation until spring. Mgr. Beck second. Roll call vote conducted:</b> <ul style="list-style-type: none"> <li>• Landenberger – Yes</li> <li>• Detwiller – No</li> <li>• Beck – Yes</li> <li>• Reep – Yes</li> </ul> <b>Motion carried (Chm Larson abstained.)</b>  <b>Extension of time will be applied to all remaining ROW violation notices.</b>		
		<b>Vice Chm. Reep turned meeting back over to Chm. Larson.</b>		
<b>Missouri River Bank Stabilization Cost Share Agreement:</b>	Engr. Gunsch absent; Commissioner Jones noted per Corp of Engineers, nothing can be done until April.		Tracie – note item on hold until Mar/April on agenda	1/8/2020
<b>Burnt Creek:</b>	None			
<b>Other Old Business:</b>				
<b>Policy Manual:</b>	None			
<b>Burnt Creek Policy Update</b>	Ongoing.			
<b>Bismarck Airport Drainage:</b>	Signed & mailed.			
<b>RFP's</b>	Mgr. Detwiller working on Financial & Secretarial On financial front, Mgr. Detwiller & Cmr. Jones met with Highway Dept to get an idea of their processes. PMS, Inc. current agreement will be used as template for RFP. Goal of having more to report/submit by Jan. meeting.		Detwiller	1/8/2020
	Cmr. Jones provided county protocol for handling financials, cost outline, managing audit, etc.			
	Chm. Larson investigated RFP's for legal & engineering. HEI is under contract thru 2020, so will focus on legal & admin.		Chm. Larson	May 2020

Agenda Items	Discussion	Board Action	Responsible Party	Due Date
	Engineering RFP to be in place by May 2020 meeting.			
<b>Lake Mitchell Outlet Erosion:</b>	Cmr. Jones reviewed past issues with Mr. Hochhalter and current concerns. Since this is a private landowner; BCWRD has no additional responsibility.			
<b>Hay Creek Pines</b>	Mgr. Beck updated one well has been identified for removal at BCWRD cost of approx. \$1000. All others are responsibility of the county.			
<b>New Business:</b>				
<b>Tentative 2020 Meeting Dates</b>	Reviewed 2020 dates; several conflicts were mentioned (Sept., Nov., Dec.) Table remainder of year until Jan. meeting.	Mgr. Detwiler motion to approve Jan 8, 2020 and Feb 12, 2020 for proper public notice. Mgr. Landenberger second. Carried by unanimous voice vote.		1/8/2020
<b>Other:</b>				
<b>Starion Bond</b>	Ongoing requests from Starion (bond servicing) to sign updated legal agreement. Chm. Larson and Atty. Bliss have researched and BCWRD is within legal right not to sign. If issue continues, may need to find alternate servicer.			
<b>Budget for next year</b>	Dues for Missouri River Joint Water Board will go up to \$1400 next year. (formerly \$1000.) Will need to keep in mind for budgeting.			
<b>Correspondence</b>	Reviewed.			
<b>Plats:</b>	Cmr. Jones reported that several issues exist with Stonegate plat and will go in front of planning & zoning meeting tonight to recommend they deny. Requested board support in the matter.			
<b>Next Meeting:</b>	The next meeting is January 8, 2020			12/11/19

With no further business the meeting adjourned at 9:12 a.m.

  
Tracie Day, BCWRD Admin. Secretary



<b>Project Name .....</b>	<b>Portfolio Holder</b>
Apple Creek Industrial Park.....	James Landenberger, Lead
Apple Creek Watershed .....	Rick Detwiller, Lead
.....	James Landenberger, Alternate
Bismarck Airport Drainage .....	Dennis Reep, Lead
Brookfield Estates Flood Control Project .....	Dennis Reep, Lead
.....	Greg Larson, Alternate
Budget.....	Rick Detwiller, Lead
.....	Dennis Reep, Alternate
Burleigh County Soil Conservation District .....	James Landenberger, Lead
Country Creek/Country Ridge .....	Rod Beck
Burnt Creek Watershed/Floodway .....	Dennis Reep, Lead
.....	James Landenberger, Alternate
Fox Island Projects .....	James Landenberger, Lead
.....	Greg Larson, Alternate
Hay Creek Watershed/Greenway .....	Rod Beck, Lead
.....	Rick Detwiller, Alternate
Landowner Complaints .....	Rod Beck, Lead
.....	Dennis Reep, Alternate
.....	Rick Detwiller, Alternate
McDowell Dam Recreation Area .....	James Landenberger, Lead
.....	Rick Detwiller, Alternate
Missouri River Correctional Center .....	James Landenberger, Lead
.....	Dennis Reep, Alternate
Missouri River Issues .....	Rick Detwiller, Lead
.....	Rod Beck, Alternate
Missouri River Joint WRB.....	Greg Larson, Lead
.....	Dennis Reep, Alternate
MPO (Bis-Man Metropolitan Planning).....	Dennis Reep, Lead
.....	Rod Beck, Alternate
ND Irrigation .....	Rod Beck, Lead
.....	James Landenberger, Alternate
ND Water Resource Board of Directors .....	Dennis Reep, Lead
ND Water Users .....	Dennis Reep, Lead
.....	Rod Beck, Alternate
Sibley Island Flood Control.....	Rod Beck, Lead
.....	Greg Larson, Alternate
State Water Commission Liaison .....	Rod Beck, Lead
.....	Dennis Reep, Alternate
Ward/Ash Coulee.....	Rick Detwiller, Lead
.....	Dennis Reep, Alternate



# Burleigh County Water Resource District (BCWRD)

## Balance Sheet

As of December 31, 2019

### ASSETS

#### Current Assets

##### Checking/Savings

American Bank Center Checking 370,076.56

##### 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 207.22

**Total Designated Reserve Funds 369,776.83**

**Total Checking/Savings 739,853.39**

**Total Current Assets 739,853.39**

#### Fixed Assets

Accumulated Depreciation -63,253.00

Physical Inventory 2,157,476.85

**Total Fixed Assets 2,094,223.85**

**TOTAL ASSETS 2,834,077.24**

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Accounts Payable

20000 · Accounts Payable 18,361.93

**Total Accounts Payable 18,361.93**

##### Other Current Liabilities

24000 · Payroll Liabilities 997.58

**Total Other Current Liabilities 997.58**

**Total Current Liabilities 19,359.51**

##### Long Term Liabilities

232 · Rehab Apple Valley Waste Water 190,000.00

232a · Apple Valley Waste Water 2,000.00

237 · Burnt Creek Floodway 310,000.00

238 · Missouri River Correctional Cen 379,075.00

**Total Long Term Liabilities 881,075.00**

**Total Liabilities 900,434.51**

#### Equity

30000 · Opening Balance Equity 1,055,603.49

32000 · Retained Earnings 4,048,350.65

Net Income -3,170,311.41

**Total Equity 1,933,642.73**

**TOTAL LIABILITIES & EQUITY 2,834,077.24**

**Burleigh County Water Resource District (BCWRD)**  
**Profit & Loss by Class**  
January 1, 2019 through January 8, 2020

	TOTAL	General	Apple Valley	Brookfield Est.	Burnt Creek Floodway	Burnt Creek Watershed	Country Ridge/Creek	Fox Island	Hay Creek Pines	McDowell Dam	Missouri River Gen.
<b>Income</b>											
31110 - Real Estate Tax	746,158.39	746,158.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31610 - In Lieu of Tax	382.56	382.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33610 - State Aid Distribution	61,451.07	61,451.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33620 - Homestead Credit	6,114.35	6,114.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33810 - Reimbursements											
33810-A - Missouri River Correctional	9,681.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33810-C - Apple Valley Special Assessment	2,397.49	0.00	2,397.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33810-D - Fox Island Flood Control	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00
33810-G - Burnt Creek	556.84	0.00	0.00	0.00	556.84	0.00	0.00	0.00	0.00	0.00	0.00
33810 - Reimbursements - Other	74,172.07	12,772.84	399.86	0.00	34,091.62	0.00	27,087.75	0.00	0.00	0.00	0.00
<b>Total 33810 - Reimbursements</b>	<b>90,806.01</b>	<b>12,772.84</b>	<b>2,707.35</b>	<b>0.00</b>	<b>34,558.46</b>	<b>0.00</b>	<b>27,087.75</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
34110 - Operations & Maintenance											
34110-c - Burnt Creek Floodway O&M	617.86	0.00	0.00	0.00	617.86	0.00	0.00	0.00	0.00	0.00	0.00
34110 - Operations & Maintenance - Other	27,441.01	0.00	0.00	0.00	27,441.01	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 34110 - Operations &amp; Maintenance</b>	<b>28,058.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28,058.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
36110 - Interest	3,955.91	180.23	0.00	0.00	0.00	0.00	0.00	3,775.68	0.00	0.00	0.00
36210 - McDowell Dam Recreation Income	32,619.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,619.05	0.00
36215 - McDowell Dam Land Lease	2,975.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,975.00	0.00
36910 - Misc Revenue	3,658.87	3,658.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>976,382.09</b>	<b>830,918.32</b>	<b>2,707.35</b>	<b>0.00</b>	<b>62,617.33</b>	<b>0.00</b>	<b>27,087.75</b>	<b>7,775.68</b>	<b>0.00</b>	<b>35,594.05</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>976,382.09</b>	<b>830,918.32</b>	<b>2,707.35</b>	<b>0.00</b>	<b>62,617.33</b>	<b>0.00</b>	<b>27,087.75</b>	<b>7,775.68</b>	<b>0.00</b>	<b>35,594.05</b>	<b>0.00</b>
<b>Expense</b>											
111 - Payroll Expenses	24,631.64	24,631.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112 - Management Services	23,660.93	23,448.43	0.00	0.00	0.00	0.00	0.00	212.50	0.00	0.00	0.00
113 - Accounting Services	9,100.00	9,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
114 - Audit	6,650.00	6,650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
312 - Legal Fees											
Drainage Complaints	3,331.24	602.60	0.00	0.00	0.00	0.00	0.00	2,728.64	0.00	0.00	0.00
312 - Legal Fees - Other	20,968.45	18,138.85	0.00	0.00	0.00	0.00	0.00	2,174.60	0.00	655.00	0.00
<b>Total 312 - Legal Fees</b>	<b>24,299.69</b>	<b>18,741.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,903.24</b>	<b>0.00</b>	<b>655.00</b>	<b>0.00</b>
315 - Engineering Administration											
Drainage Complaints	45,981.31	45,981.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315 - Engineering Administration - Other	14,000.00	14,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 315 - Engineering Administration</b>	<b>59,981.31</b>	<b>59,981.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
328 - Liability Insurance	4,052.47	4,052.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
329 - Workforce Safety & Insurance	250.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
335 - Building Rent	1,625.00	1,625.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
376 - Dues & Publications	5,033.81	5,033.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
411 - Office Expense	2,315.02	2,315.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
910 - Projects											
Administration	279,967.38	0.00	905.00	1,271.10	225.00	0.00	0.00	275.00	0.00	251,018.28	0.00
Engineering	3,461,272.94	707.00	0.00	1,594.25	3,541.50	515.50	1,131.00	3,402,536.29	2,149.25	4,228.75	14,143.50
Interest Expense	22,337.50	0.00	4,520.00	0.00	4,050.00	4,455.00	0.00	0.00	0.00	0.00	0.00
Legal Fees	21,890.10	0.00	0.00	0.00	0.00	0.00	0.00	6,748.50	0.00	6,602.40	7,964.80
O&M	7,934.68	0.00	0.00	551.18	6,148.00	0.00	0.00	1,235.50	0.00	0.00	0.00
<b>Total 910 - Projects</b>	<b>3,793,402.60</b>	<b>707.00</b>	<b>5,425.00</b>	<b>3,416.53</b>	<b>13,964.50</b>	<b>4,970.50</b>	<b>1,131.00</b>	<b>3,410,783.29</b>	<b>2,149.25</b>	<b>261,849.43</b>	<b>22,108.30</b>
911 - Misc	200.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
920 - Continuing Education	915.00	915.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
937 - Design/Special Assessment											
Engineering	146,244.59	9,260.42	0.00	0.00	0.00	0.00	1,210.75	133,937.67	0.00	0.00	1,835.75
937 - Design/Special Assessment - Other	52,369.44	0.00	0.00	0.00	0.00	0.00	0.00	52,369.44	0.00	0.00	0.00
<b>Total 937 - Design/Special Assessment</b>	<b>198,614.03</b>	<b>9,260.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,210.75</b>	<b>186,307.11</b>	<b>0.00</b>	<b>0.00</b>	<b>1,835.75</b>
970 - Storm Water Management Plans											
970-1 - SWMP Engineering Costs	9,882.75	9,882.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 970 - Storm Water Management Plans</b>	<b>9,882.75</b>	<b>9,882.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expense</b>	<b>4,164,614.25</b>	<b>176,794.30</b>	<b>5,425.00</b>	<b>3,416.53</b>	<b>13,964.50</b>	<b>4,970.50</b>	<b>2,341.75</b>	<b>3,602,216.14</b>	<b>2,149.25</b>	<b>262,504.43</b>	<b>23,944.05</b>
<b>Net Income</b>	<b>-3,188,232.16</b>	<b>654,124.02</b>	<b>-2,717.65</b>	<b>-3,416.53</b>	<b>48,652.83</b>	<b>-4,970.50</b>	<b>24,746.00</b>	<b>-3,594,440.46</b>	<b>-2,149.25</b>	<b>-226,910.38</b>	<b>-23,944.05</b>

Burleigh County Water Resource District (BCWRD)  
Profit & Loss by Class  
January 1, 2019 through January 8, 2020

	MRCC	Sibley Island	TOTAL
<b>Income</b>			
31110 - Real Estate Tax	0.00	0.00	740,158.39
31810 - In Lieu of Tax	0.00	0.00	382.56
32610 - State Aid Distribution	0.00	0.00	61,451.07
32620 - Homestead Credit	0.00	0.00	6,114.36
33810 - Reimbursements			
33810-A - Missouri River Correctional	6,681.61	0.00	9,681.61
33810-C - Apple Valley Special Assessment	0.00	0.00	2,397.48
33810-D - Fox Island Flood Control	0.00	0.00	4,000.00
33810-G - Burnt Creek	0.00	0.00	556.84
33810 - Reimbursements - Other	0.00	0.00	74,172.07
Total 33810 - Reimbursements	9,681.61	0.00	90,808.01
34110 - Operations & Maintenance			
34110-c - Burnt Creek Floodway O&M	0.00	0.00	617.86
34110 - Operations & Maintenance - Other	0.00	0.00	27,441.01
Total 34110 - Operations & Maintenance	0.00	0.00	28,058.87
36110 - Interest	0.00	0.00	3,955.91
36210 - McDowell Dam Recreation Income	0.00	0.00	32,619.05
36215 - McDowell Dam Land Lease	0.00	0.00	2,975.00
36910 - Misc Revenue	0.00	0.00	3,858.57
Total Income	9,681.61	0.00	976,382.09
Gross Profit	9,681.61	0.00	976,382.09
<b>Expense</b>			
111 - Payroll Expenses	0.00	0.00	24,631.64
112 - Management Services	0.00	0.00	23,660.93
112 - Accounting Services	0.00	0.00	9,100.00
114 - Audit	0.00	0.00	6,650.00
312 - Legal Fees			
Drainage Complaints	0.00	0.00	3,331.24
312 - Legal Fees - Other	0.00	0.00	20,968.45
Total 312 - Legal Fees	0.00	0.00	24,299.69
315 - Engineering Administration			
Drainage Complaints	0.00	0.00	45,981.31
315 - Engineering Administration - Other	0.00	0.00	14,000.00
Total 315 - Engineering Administration	0.00	0.00	59,981.31
328 - Liability Insurance	0.00	0.00	4,952.47
329 - Workforce Safety & Insurance	0.00	0.00	250.00
335 - Building Rent	0.00	0.00	1,625.00
376 - Dues & Publications	0.00	0.00	5,033.81
411 - Office Expense	0.00	0.00	2,315.02
910 - Projects			
Administration	26,123.00	150.00	279,967.38
Engineering	0.00	30,725.00	3,461,272.94
Interest Expense	9,312.50	0.00	22,337.50
Legal Fees	0.00	576.40	21,860.10
O&M	0.00	0.00	7,934.68
Total 910 - Projects	35,435.50	31,452.30	3,793,402.60
911 - Misc	0.00	0.00	200.00
920 - Continuing Education	0.00	0.00	815.00
927 - Design/Special Assessment			
Engineering	0.00	0.00	146,244.59
927 - Design/Special Assessment - Other	0.00	0.00	52,369.44
Total 927 - Design/Special Assessment	0.00	0.00	198,614.03
970 - Storm Water Management Plans			
970-1 - SWMP Engineering Costs	0.00	0.00	9,882.75
Total 970 - Storm Water Management Plans	0.00	0.00	9,882.75
Total Expense	35,435.50	31,452.30	4,164,614.25
Net Income	-25,753.89	-31,452.30	-3,188,232.16

BCWRD Invoices  
1-8-2020

Name	Project	Invoice	Amount
Bliss Law Firm	December	19720	\$2,501.45
Bismarck Parks and Rec	December Billing	1714	\$10,220.55
Bismarck Parks and Rec	December Admin	1714	\$2,555.14
Houston Engineering	General	46433	\$1,000.00
Houston Engineering	Burnt Creek Floodway O&M	46434	\$570.00
Houston Engineering	Sibley Island	46436	\$1,704.20
Houston Engineering	SWMP	46437	\$1,265.25
Houston Engineering	Missouri River Revetmens	46438	\$1,565.25
PMS	Management	6406	\$1,959.53
PMS	Bookkeeping	6406	\$375.00
PMS	Rent	6406	\$125.00
Friends of Lake Sakakawea	General	Renewal	\$100.00
ND Water Users Association	General - sponsorship	1620	\$133.81
Missouri River Joint Water Board	Dues renewal	2020	\$1,400.00
ND Water Resource Districts Association	Dues renewal	2020	\$675.00
Dennis Reep	Water User Convention Registration	Dec-19	\$200.00
Rick Detwiller	Water User Convention Registration	Dec-19	\$225.00
Rod Beck	Water User Convention Registration	Dec-19	\$200.00
Fronteer Payroll	4th Qtr Payroll prep	1028	\$350.00
	Subtotal - Reg.		\$27,125.18
<b>Fox Island Bills</b>			
Bliss Law Firm	December	19720	\$759.80
Houston Engineering		46435	\$8,397.70
	Subtotal - Fox Island		\$9,157.50
	<b>TOTAL REGULAR BILLS</b>		\$36,282.68
<b>Payroll/ Payroll Liabilities</b>			
Dennis Reep	Qtr. 4 Expenses [Gross \$1125.00]	Q4	\$1,038.94
Rick Detwiller	Qtr. 4 Expenses [Gross \$1147.50]	Q4	\$1,059.71
Greg Larson	Qtr. 4 Expenses [Gross \$2115.00]	Q4	\$1,944.20
Rod Beck	Qtr. 4 Expenses [Gross \$1305.00]	Q4	\$1,205.17
James Landenberger	Qtr. 4 Expenses [Gross \$1125.00]	Q4	\$1,038.94
IRS	2019 Qtr 4 payroll liabilities	Form 941	\$860.62
IRS	2019 FUTA	Form 940	\$132.84
Job Service ND	2019 Qtr 4 payroll liabilities	1252674	\$8.44
	Subtotal - Payroll		\$7,288.86
	<b>GRAND TOTAL (inc. Payroll)</b>		\$43,571.54





# Burleigh County Water Resource District

1720 Burnt Boat Drive, Suite 205  
Bismarck, North Dakota 58503  
[www.bcwrld.org](http://www.bcwrld.org)

December 17, 2019

Larry Jensen  
502 Barston Lane, NE  
Bismarck, ND 58501

Re: Brookfield Estates – Drainage Complaint - REVISED

Dear Mr. Jensen:

The Burleigh County Water Resource District (District) received your complaint against Mr. Leo Bitz for installing a field approach on the north side of the Highway #10 ROW, which you are concerned could adversely impact your residence. This new approach is located west of your residence and downstream from the Brookfield Estates Floodway Channel, which is managed by the District.

The approach was evaluated based on a location survey and a determination of its capacity to convey flows generated by the Brookfield Estates Flood Control Project and the upstream watershed, see attached exhibit. Based on the evaluation this crossing will not result in additional backwaters at your residence. The 36" RCP has an upstream invert of elevation 1714.5, with a capacity to convey around 75 cfs before overtopping north through the cropland at around elevation 1716.5 to 1717.0. The north edge of Hwy 10 is at elevation 1718.8, while the ground at the south end of your lot is around elevation 1720, nearly three above the field overflow and 1.2 feet above the highway at the approach. The ground elevation near your residence, based on the topography is above 1721.

The County noted that this or a similar location is master planned for a roadway to the north should that land be developed. At that time a further review of this or a relocated crossing would be completed. Until then there is some risk for erosion in the field during larger flood events, which should be monitored, if they occur, to determine if any protective measures are necessary. This crossing complies with the North Dakota Stream Crossing Standards, using flows from USGS Regression Equations.

Therefore, the District has determined this approach does NOT present an obstruction to the flows and at their November 13, 2019 meeting dismissed your complaint. Given the complaint was dismissed we did not notify Mr. Bitz regarding your inquiry.

As for the issue regarding snow removal within the highway ROW that is outside our project jurisdiction, however the County Highway Department has been notified of your concern.

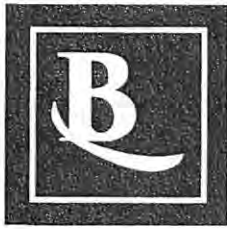
Respectfully,

A handwritten signature in black ink, appearing to read "Rick L. Detwiller".

Rick Detwiller, Manager

Enclosure

C: Marcus Hall, Burleigh County Engineer  
Kathleen Jones, Burleigh County Commissioner  
David Bliss, Bliss Law



# BLISS LAW FIRM, LLC

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Licensed in ND, SD & MN  
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701-471-3972 (cell)

Catherine Bliss  
Certified Legal Assistant  
cbliss@blisslaw.com  
701-226-2716 (cell)

Victoria LeBeau  
Legal Assistant  
vlebeau@blisslaw.com

## BY USPS MAIL ONLY

December 18, 2019

James and Katherine Volk  
3397 Gallatin Drive  
Bismarck, North Dakota 58504

### Re: Amended Notice to Remove ROW/Easement Encroachment

Dear Mr. and Mrs. Volk:

On November 20, 2019, I wrote to you on behalf of the Burleigh County Water Resource District to inform you that it had come to the District's attention you privately re-installed sprinkler systems into the Township's right-of-way. These systems were previously removed as a part of the Fox Island Flood Control Project. As you are aware, these systems are not allowed within the Township roadway right of way.

Because of winter's onset, the District has extended the time by which you must remove these obstructions. Please take notice that these obstructions must be removed no later than May 1, 2020. If these systems are not removed within this time frame, the District, at your expense, will have these obstructions removed. Please notify the District if you have already removed these obstructions.

You may contact District Manager James Landenberger at 426-6439 if you have questions.

Very truly yours,

DAVID R. BLISS

DRB:

cc: Marcus Hall, Burleigh County Engineer (Lincoln Township) (via email only)  
BCWRD Managers (via email only)  
Kathleen Jones, Burleigh County Commissioner (via email only)  
Brendel's Lawn Sprinkling



# BLISS LAW FIRM, LLC

David R. Bliss  
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Catherine Bliss  
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cbliss@blisslaw.com  
701-226-0716 (cell)

Victoria LeBeau  
Legal Assistant  
vlebeau@blisslaw.com

## BY USPS MAIL ONLY

December 18, 2019

John and Mary Schaffer  
3444 Gallatin Drive  
Bismarck, North Dakota 58504

### Re: Amended Notice to Remove ROW/Easement Encroachment

Dear Mr. and Mrs. Schaffer:

On November 20, 2019, I wrote to you on behalf of the Burleigh County Water Resource District to inform you that it had come to the District's attention you privately re-installed sprinkler systems into the Township's right-of-way. These systems were previously removed as a part of the Fox Island Flood Control Project. As you are aware, these systems are not allowed within the Township roadway right of way.

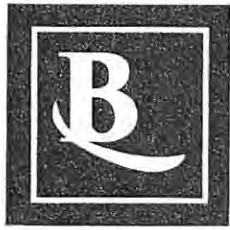
Because of winter's onset, the District has extended the time by which you must remove these obstructions. Please take notice that these obstructions must be removed no later than May 1, 2020. If these systems are not removed within this time frame, the District, at your expense, will have these obstructions removed. Please notify the District if you have already removed these obstructions.

You may contact District Manager James Landenberger at 426-6439 if you have questions.

Very truly yours,

DAVID R. BLISS  
DRB:

cc: Marcus Hall, Burleigh County Engineer (Lincoln Township) (via email only)  
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Kathleen Jones, Burleigh County Commissioner (via email only)  
Brendel's Lawn Sprinkling



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dbliss@blisslaw.com  
701-471-0072 (cell)

Catherine Bliss

Certified Legal Assistant  
cbliss@blisslaw.com  
701-226-0716 (cell)

Victoria LeBeau

Legal Assistant  
vlebeau@blisslaw.com

## BY USPS MAIL ONLY

December 18, 2019

Kim and Sharon Parson  
3407 Gallatin Drive  
Bismarck, North Dakota 58504

### Re: Amended Notice to Remove ROW/Easement Encroachment

Dear Kim and Sharon Parson:

On November 20, 2019, I wrote to you on behalf of the Burleigh County Water Resource District to inform you that it had come to the District's attention you privately re-installed sprinkler systems into the Township's right-of-way. These systems were previously removed as a part of the Fox Island Flood Control Project. As you are aware, these systems are not allowed within the Township roadway right of way.

Because of winter's onset, the District has extended the time by which you must remove these obstructions. Please take notice that these obstructions must be removed no later than May 1, 2020. If these systems are not removed within this time frame, the District, at your expense, will have these obstructions removed. Please notify the District if you have already removed these obstructions.

You may contact District Manager James Landenberger at 426-6439 if you have questions.

Very truly yours,

DAVID R. BLISS

DRB:

cc: Marcus Hall, Burleigh County Engineer (Lincoln Township) (via email only)  
BCWRD Managers (via email only)  
Kathleen Jones, Burleigh County Commissioner (via email only)  
Brendel's Lawn Sprinkling





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David R. Bliss

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Catherine Bliss

Certified Legal Assistant  
cbliss@blisslaw.com  
(701) 226-0716 (cell)

Victoria LeBeau

Legal Assistant  
vlebeau@blisslaw.com

## BY USPS MAIL ONLY

December 18, 2019

Peter and Gretchen Masset  
3432 Gallatin Drive  
Bismarck, North Dakota 58504

### Re: Amended Notice to Remove ROW/Easement Encroachment

Dear Mr. and Mrs. Masset:

On November 20, 2019, I wrote to you on behalf of the Burleigh County Water Resource District to inform you that it had come to the District's attention you privately re-installed sprinkler systems and pillars into the Township's right-of-way. These systems were previously removed as a part of the Fox Island Flood Control Project. As you are aware, these systems are not allowed within the Township roadway right of way.

Because of winter's onset, the District has extended the time by which you must remove these obstructions. Please take notice that these obstructions must be removed no later than May 1, 2020. If these systems are not removed within this time frame, the District, at your expense, will have these obstructions removed. Please notify the District if you have already removed these obstructions.

You may contact District Manager James Landenberger at 426-6439 if you have questions.

Very truly yours,

DAVID R. BLISS  
DRB:vel

cc: Marcus Hall, Burleigh County Engineer (Lincoln Township) (via email only)  
BCWRD Managers (via email only)  
Kathleen Jones, Burleigh County Commissioner (via email only)  
Brendel's Lawn Sprinkling



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(701) 226-0716 (cell)

Victoria LeBeau

Legal Assistant  
vlebeau@blisslaw.com

## BY USPS MAIL ONLY

December 18, 2019

Howard and Lori Malloy  
3357 Gallatin Drive  
Bismarck, North Dakota 58504

### Re: Amended Notice to Remove ROW/Easement Encroachment

Dear Mr. and Mrs. Malloy:

On November 20, 2019, I wrote to you on behalf of the Burleigh County Water Resource District to inform you that it had come to the District's attention you privately re-installed sprinkler systems into the Township's right-of-way. These systems were previously removed as a part of the Fox Island Flood Control Project. As you are aware, these systems are not allowed within the Township roadway right of way.

Because of winter's onset, the District has extended the time by which you must remove these obstructions. Please take notice that these obstructions must be removed no later than May 1, 2020. If these systems are not removed within this time frame, the District, at your expense, will have these obstructions removed. Please notify the District if you have already removed these obstructions.

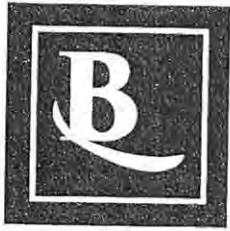
You may contact District Manager James Landenberger at 426-6439 if you have questions.

Very truly yours,

DAVID R. BLISS

DRB:

cc: Marcus Hall, Burleigh County Engineer (Lincoln Township) (via email only)  
BCWRD Managers (via email only)  
Kathleen Jones, Burleigh County Commissioner (via email only)  
Brendel's Lawn Sprinkling



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Catherine Bliss  
Certified Legal Assistant  
cbliss@blisslaw.com  
701-223-0710 (cell)

Victoria LeBeau  
Legal Assistant  
vlebeau@blisslaw.com

## BY USPS MAIL ONLY

December 18, 2019

Gary and Darlyne Hanson  
3401 Gallatin Drive  
Bismarck, North Dakota 58504

### Re: Amended Notice to Remove ROW/Easement Encroachment

Dear Mr. and Mrs. Hanson:

On November 20, 2019, I wrote to you on behalf of the Burleigh County Water Resource District to inform you that it had come to the District's attention you privately re-installed sprinkler systems into the Township's right-of-way. These systems were previously removed as a part of the Fox Island Flood Control Project. As you are aware, these systems are not allowed within the Township roadway right of way.

Because of winter's onset, the District has extended the time by which you must remove these obstructions. Please take notice that these obstructions must be removed no later than May 1, 2020. If these systems are not removed within this time frame, the District, at your expense, will have these obstructions removed. Please notify the District if you have already removed these obstructions.

You may contact District Manager James Landenberger at 426-6439 if you have questions.

Very truly yours,

DAVID R. BLISS

DRB:

cc: Marcus Hall, Burleigh County Engineer (Lincoln Township) (via email only)  
BCWRD Managers (via email only)  
Kathleen Jones, Burleigh County Commissioner (via email only)  
Brendel's Lawn Sprinkling



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cbliss@blisslaw.com  
701-226-0716 (cell)

Victoria LeBeau  
Legal Assistant  
vlebeau@blisslaw.com

## BY USPS MAIL ONLY

December 18, 2019

Tim Clausnitzer  
3367 Gallatin Drive  
Bismarck, North Dakota 58504

### Re: Amended Notice to Remove ROW/Easement Encroachment

Dear Mr. Clausnitzer:

On November 20, 2019, I wrote to you on behalf of the Burleigh County Water Resource District to inform you that it had come to the District's attention you privately re-installed sprinkler systems into the Township's right-of-way. These systems were previously removed as a part of the Fox Island Flood Control Project. As you are aware, these systems are not allowed within the Township roadway right of way.

Because of winter's onset, the District has extended the time by which you must remove these obstructions. Please take notice that these obstructions must be removed no later than May 1, 2020. If these systems are not removed within this time frame, the District, at your expense, will have these obstructions removed. Please notify the District if you have already removed these obstructions.

You may contact District Manager James Landenberger at 426-6439 if you have questions.

Very truly yours,

DAVID R. BLISS  
DRB:

cc: Marcus Hall, Burleigh County Engineer (Lincoln Township) (via email only)  
BCWRD Managers (via email only)  
Kathleen Jones, Burleigh County Commissioner (via email only)  
Brendel's Lawn Sprinkling





# Burleigh County Water Resource District

1720 Burnt Boat Drive, Suite 205, Bismarck, ND 58503

**City/County Office Building Location:**

221 North 5<sup>th</sup> Street Bismarck, North Dakota 58501

City County Office Phone: 701-222-6718

## 2020 MONTHLY MEETING SCHEDULE

Wednesday at 8:00 a.m. at the City/County Building Tom Baker Meeting Room  
2<sup>nd</sup> Wednesday of each month (\*unless noted below)

<u>MONTH</u>	<u>DATE</u>
January -----	8 <sup>th</sup>
February -----	12 <sup>th</sup>
March -----	11 <sup>th</sup>
April -----	8 <sup>th</sup>
May -----	13 <sup>th</sup>
June -----	10 <sup>th</sup>
July -----	8 <sup>th</sup>
August -----	12 <sup>th</sup>
September -----	9 <sup>th</sup>
October -----	14 <sup>th</sup>
November -----	11 <sup>th</sup> (need to change)
December -----	9 <sup>th</sup>

\*Dates verified with Erin Buchwitz: email: [ebuchwitz@nd.gov](mailto:ebuchwitz@nd.gov)

**From:** Michael Gunsch <mgunsch@houstoneng.com>  
**Sent:** Saturday, January 4, 2020 11:21 AM  
**To:** Craig Odenbach; David Bliss; Dennis Reep; Detwiller Rick (rdetwillerbcwrd@gmail.com); Greg Larson; James Landenberger; Jones, Kathleen; Mona Livdahl, Secretary (bcwrd@midco.net); Nic Cullen; Rod Beck; Travis Johnson; Tracie Day <tracieday@midco.net>  
**Cc:** Randy Bina; David Mayer (DMayer@bisparks.org); Gabe Schell; Marcus J. Hall; Ray Ziegler (rziegler@nd.gov)  
**Subject:** Hay Creek Greenway Mission and Vision - Floodway Determination  
**Attachments:** Hay Creek Greenway Vision and Mission.pdf

Greg:

One more item I request be added to the BCWRD meeting agenda next week:

Rod and I recently attended a meeting with the NDSWC and HEI regarding remapping the Hay Creek Floodplain. Also in attendance were representatives from the City of Bismarck, Burleigh County Highway Dept and Burleigh County Planning.

The issue before the BCWRD, City and County is the establishment of the Floodway limits for Hay Creek. The BCWRD in Partnership with the City of Bismarck and Bismarck Parks and Recreation District created the Hay Creek Greenway Plan, See attached.

In doing so when the BCWRD submitted its Letter of Map Revision, which effectively created the current DFIRM mapping, the floodway was based on a consensus approach.

While FEMA typically uses an allowable encroachment of a potential BFE increase of up to one foot the BCWRD requested and FEMA agreed to map based on Effective Conveyance.

Effective conveyance allows little or no changes to the BFE and therefore limits floodway encroachment to effectively backwater areas.

There is a notable difference in the floodway location in some areas and in others it does not change much.

The consensus Effective Conveyance approach was based on the Greenway Vision, and would limit development within the natural watercourse and floodplain.

There many significant community values associated with this approach from instream storage, environmental, preservation of natural areas, water quality, limiting encroachment in steep slope areas, etc...

The Greenway Vision in turn utilizes these areas for a greater community value.

As the Effective Conveyance approach is not FEMA polity the NDSWC has request a formal recommendation from the Community (City, County, BCWRD) regarding the use of approach in the new mapping.

Based on our understanding the following is required.

- BCWRD would prepare a summary memorandum regarding the HC Greenway history and purpose for the "Effective Conveyance" approach.
- This memorandum would then be shared with the City and County for information purposes.
- The BCWRD would then prepared and adopt a resolution requesting the Hay Creek Floodway be based on "Effective Conveyance"
- The City would need to pass as similar resolution for those areas within the City's floodplain jurisdiction – Presume this would be a staff recommendation to the City Commission.

- The County would need to pass a similar resolution for those areas within the County's floodplain jurisdiction – Presume this would be a staff recommendation to the County Commission.

Honestly have not put pen to paper to estimate what this effort might cost, as there are any number of variables in the discussions that might arise.

The Greenway area is shown on the attached, however the City/County may wish to apply this approach to other areas, which should be discussed as part of this process.

I am including Randy Bina in this email, as while a resolution from the BPRD might not be required it would add support to the request as they were part of the original greenway plan.

Also on this email are Gabe Schell, Marcus Hall and Ray Ziegler, who attended the meeting and would be involved in the proposed process.

On a related note HEI is under contract with the NDSWC regarding the revised mapping, therefore any internal working documents for the SWC cannot be shared without their authorization.

Thanks, Apologies for the long email, but it seemed the best use of time to outline the issue prior to the discussion.

**Michael Gunsch**

Sr Project Manager | Principal  
Houston Engineering, Inc.

📞 701.323.0200 | 📠 701.751.6277 | 📠 701.323.0300



3712 Lockport Street • Bismarck, ND • 58503

[www.houstoneng.com](http://www.houstoneng.com)

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# Our Next Step . . . The Hay Creek Greenway



## Greenways...

are corridors of natural land recognized for their ability to establish buffers along creeks and streams, providing plant and animal habitat, adding to an area's recreational resources, encouraging economic growth, and improving the overall quality of life of a community.

Greenways can address and resolve community issues that affect the future environmental and economic health of a community. Greenways can provide for recreation and alternative transportation, flood control, improve water quality, protect wetlands, conserve habitat for wildlife, and buffer adjacent land uses. Greenways typically incorporate varying types and intensity of human use, including trails for recreation and passive and active park facilities. Greenways have also been shown to increase the value of adjacent private properties as an amenity to residential and commercial developments.

The Hay Creek Greenway will consist of land along either side of Hay Creek from 43rd Avenue, south to Bismarck Expressway and to Old Highway 10. Hay Creek, only known as a storm water discharge location and floodway channel for development in east Bismarck, can become a healthy open space asset to meet the economic, environmental and recreational interests of Bismarck.

The Hay Creek Greenway can be the open space that connects neighborhoods and allows citizens to journey safely and easily between homes, schools, recreational play areas, and places of work. The creation of open space along Hay Creek will provide a magnet for attracting quality growth in a controlled environment for housing, recreation and business.

The development of storm water features within the Hay Creek Greenway, concerned with the preservation of open space, will assist the community in managing the increasing storm water runoff levels and water quality.

From the 1999 Bismarck Park District survey, the most desired recreation additions were natural areas, interpretive/historic site development, and bicycle/walking trails.

The Hay Creek Greenway can meet these needs.



## Benefits...

The Greenway will provide environmental health, recreation, education, water, air quality, habitat, cultural, and economic benefits by building on the best and conserving the rest.

### Transportation

Greenways offer connections to work, schools, parks, shopping, and neighborhoods with trails and walkways.

### Economics

Greenways offer higher real property values, "Ecotourism" that aims to sustain habitats and heritage, recreation-related revenues, and long-term cost savings to the community.

### Health and Recreation

The President's Commission on American Outdoors report (1987) identified, "limited access to outdoor resources as a growing problem throughout the nation. A national system of greenways could provide all Americans access to open space resources. Greenways complement existing parks and open space, and serve as a primary recreation and fitness resource meeting the passive recreation needs of a community."

### Cultural

Greenways serve as the new "mainstreet" for a community where neighbors meet, children play, and community groups gather. Greenway Days, community events, clean-ups, education, and historic preservation can all become greenway activities.

### Water Quality

Greenways preserve open spaces along creeks and streams, which absorb flood water, store stormwater, provide flood water storage, and filter pollutants. By designating floodways as greenways, encroachments can be better managed and the green space serves as an amenity to adjacent residents and businesses. Investments in greenway development in flood plains can offset costs to continually repair flood damage.

### Air Quality

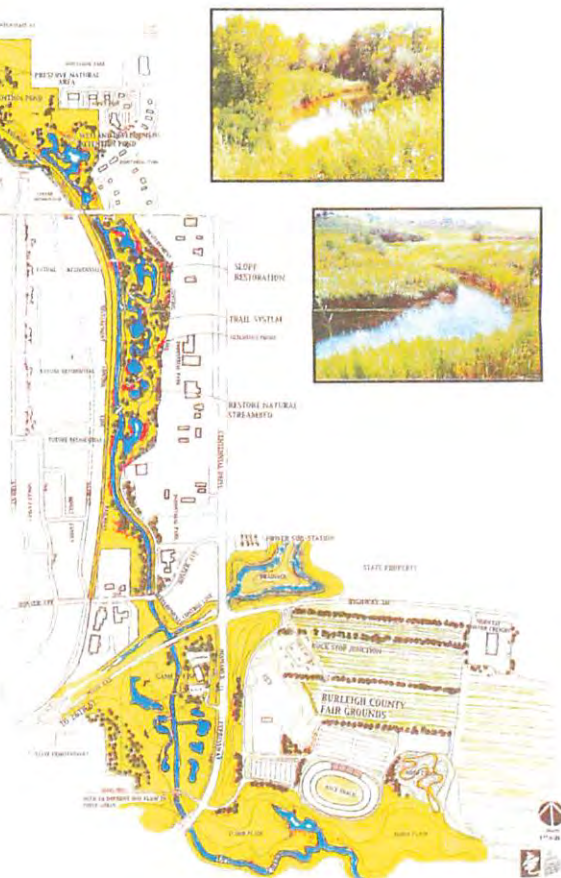
Greenways provide alternate transportation corridors with trail development reducing traffic congestions and encouraging people to bicycle and walk, especially on short trips. The greenways therefore, help to reduce automobile emissions.

### Plant and Animal Habitat

Greenways serve and provide viable habitat for plants and animals with food and water sources while retaining urban wildlife.

## Vision...

To sustain the environmental, economical, and recreational viability of the Hay Creek watershed by responsibly developing within, connecting people to places-- schools, work, home, parks, and shops.



## Legacy...

The future depends greatly upon the development guidelines established, guidelines developed today for generations tomorrow. A legacy can be developed for our community by preserving valuable cultural, environmental, developmental, agricultural, and recreational assets. BUILD ON THE BEST... CONSERVE THE REST.

## What legacy do we want to leave?

### For more information:

Bismarck Parks and Recreation District  
420 East Front Avenue  
Bismarck, ND 58504

Phone: 701.222.6455  
Fax: 701.221.6838  
E-Mail: [bisparks@bisparks.org](mailto:bisparks@bisparks.org)  
Web: [www.bisparks.org](http://www.bisparks.org)



December 30, 2019

To the Board of Directors  
Burleigh County Water Resource District

We are pleased to confirm our acceptance and understanding of the services we are to provide for Burleigh County Water Resource District for the year ended December 31, 2019.

You have requested that we prepare the financial statements of Burleigh County Water Resource District, which comprise the financial statements of the governmental activities and major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Burleigh County Water Resource District as of December 31, 2019.

## **Our Responsibilities**

The objective of our engagement is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the Organization or noncompliance with laws and regulations.

The supplementary information accompanying the prepared financial statements will be presented for purposes of additional analysis as required by the Governmental Accounting Standards Board. Such supplementary information will be prepared from information that is the responsibility of management. We will not audit or review the supplementary information. We will not express an opinion, a conclusion, or provide any assurance on such supplementary information.

## **Management Responsibilities**

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is the preparation of the financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARS:

1. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
2. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
3. The prevention and detection of fraud.

4. To ensure that the Organization complies with the laws and regulations applicable to its activities.
5. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements.
6. To provide us with—
  - Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
  - Additional information that may be requested for the purpose of the preparation of the financial statements, and
  - Unrestricted access to persons within Burleigh County Water Resource District with whom we determine it necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

#### **Other Relevant Information**

Our engagement cannot be relied upon to identify or disclose any financial misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our engagement that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our engagement regarding any wrongdoing within the entity or noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential.

Mindy Piatz is responsible for supervising the engagement.

Our fees for these services will be based on time spent at fees commensurate with the degree of responsibility involved, the experience level of the personnel assigned to your engagement, and the level of service provided.

Fees and expenses will be periodically billed, billings will be due and payable upon receipt, and will become delinquent after 30 days. Interest on all delinquent accounts, at a rate of one and one-half percent per month will be added to any unpaid billings.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

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

Sincerely,



Brady, Martz & Associates, P.C.

Acknowledged:  
Burleigh County Water Resource District

---

Name/Title

**BURLEIGH COUNTY WATER RESOURCE DISTRICT  
ITEMS NEEDED FOR FINANCIAL STATEMENT PREPARATION  
FOR THE YEAR ENDED DECEMBER 31, 2019**

1. Electronic trial balances for the years ended December 31, 2018 and December 31, 2019 (preferably in excel).
2. Profit and loss by class for the year ended December 31, 2019 (preferably in excel).
3. General ledger detail for the year ended December 31, 2019 (preferably in excel).
4. Original and final budget for the year ended December 31, 2019.
5. Listing of any budget amendments made to the 2019 budget during the year.
6. Copy of journal entries auditor proposed on 2018 audit.
7. Depreciation schedule for the year ended December 31, 2019. If auditor prepared this, please request a copy of the 2018 depreciation schedule from them and provide information for 2019 fixed asset purchases and sales / disposals.
8. Schedule of long term debt. If one is not prepared, please send all long term debt agreements along with their amortization schedules.
9. Bank statements and reconciliations as of December 31, 2019 for all checking and savings accounts.
10. Listing of any pledged securities as of December 31, 2019.
11. Investment statements as of December 31, 2019, if any.
12. Copies of any leases, if any.





# Public Notice

U.S. ARMY CORPS OF ENGINEERS

BUILDING STRONG®

**Subject: Public Notice of Permit Application**

**Action ID: NWO-2019-01887-BIS**

**Comments Period: December 5, 2019 – December 26, 2019**

**SUBJECT:** The U.S. Army Corps of Engineers, Omaha District, (Corps) is evaluating a permit application to fill 0.056-acre of jurisdictional wetlands in the Fox Island Subdivision to make it possible to construct a home, garage and septic system with less impact on trees than other locations on the lot and to install an irrigation intake to water the lawn. This notice is to inform interested parties of the proposed activity and to solicit comments. This notice may also be viewed at the Corps web site at

<http://www.nwo.usace.army.mil/Missions/RegulatoryProgram/NorthDakota/PublicNotices.aspx>

**AUTHORITY:** This application is being evaluated under Section 10 of the Rivers and Harbors Act of 1899 for structures or work in or affecting navigable waters of the United States and/or Section 404 of the Clean Water Act for the discharge of dredged or fill material in waters of the United States.

**APPLICANT:** Hallmark Homes, Inc.  
Attn: Mr. Scott Moran  
3325 Gallatin Drive  
Bismarck, North Dakota 58504

**LOCATION:** The project site is located in the Fox Island Subdivision, Lot 13, Block 1, 3333 Gallatin Drive, in the S½ of Section 19, Township 138 North, Range 80 West, Latitude 46.764639° North, Longitude -100.826617° West, Bismarck, Burleigh County, North Dakota.

**BACKGROUND INFORMATION:** On March 16, 1994 an individual permit was issued to Keith Larson for fill associated with the development of the Fox Island Subdivisions. The permit allowed Mr. Larson to place fill in wetlands for four road crossings (0.92 acre); thirteen house pads (3.58 acres); and fourteen driveways (1.29 acres) for a total maximum impact of 5.79 acres of wetland fill. Mitigation was provided on-site by creating four wetland areas in and adjacent the Missouri River backwater channel on the south side of the development, three ponds within the development and three impoundments offsite on Square Butte Creek in Morton County. All permitted fills, except at two lots, and the mitigation were completed prior to expiration of the permit on March 31, 1997. On November 20, 2008 the project was reauthorized, giving Mr. Larson an additional three years to complete work on the two lots. The permit expired on November 20, 2011. Any fills not specifically identified in the permit require separate authorization from the Corps

**PROJECT DESCRIPTION:** Hallmark Homes is requesting authorization to fill 0.056-acre of wetland to construct a home, garage and septic system on Lot 13 of Block 1 in the Fox Island

**U.S. ARMY CORPS OF ENGINEERS – Omaha District**

North Dakota Regulatory Office, 3319 University Drive, Bismarck, North Dakota 58504-7565

<http://www.nwo.usace.army.mil/Missions/RegulatoryProgram/NorthDakota.aspx>

**Jan 2020 BCWRD Briefing Book Page 28**



**Subdivision.** Current estimates indicate that 450 cubic yards of subsoil fill, 35 cubic yards of topsoil and 22 cubic yards of concrete would be used to raise the lot to the desired buildable elevations. In addition, an irrigation system would be installed for lawn watering. Exact design of the intake system was not provided; however, Hallmark Homes is committed to installing a system that complies with the 2017 Nationwide Permit Regional Conditions for intake systems. Based on the available information, the overall project purpose is construction of a single family residence at an elevation high enough to reduce the flood potential and allow the septic system drain field to work. The attached drawings provide location information, aquatic resources delineated on the lot and preferred layout of the home, garage and septic system.

#### **ADDITIONAL INFORMATION:**

**Environmental Setting.** The lot is located between Gallatin Drive and the Missouri River backwater channel, midway between the Missouri River and Tavis Road. The south part of the lot was excavated to create wetlands in and adjacent the Missouri River backwater channel as mitigation for the original permit. High water levels in the Missouri River directly influence levels in the backwater channel. When the aquatic resource delineation was completed in early September, approximately 1.46 acres of the platted 2.369 acres were not inundated by the levels in the backwater channel. Approximately 0.153-acre of wetland was delineated adjacent the backwater channel and an additional 0.056-acre wetland was delineated farther north. The southern half of the lot, with the exception of the Missouri River backwater channel and adjacent wetland, is forested. The north ½ of the lot appears to have less trees on GoogleEarth imagery, but may have been cleared, naturally has less trees or experienced a die-off following the 2011 flood. No work has been done in wetlands; however, trees east of the wetland proposed to be filled have been cleared. An additional 5 trees would be removed if the wetland is allowed to be filled.

**Alternatives.** As stated in the beginning of this public notice, the applicant has indicated the location and configuration of the home, garage and septic system was selected to minimize impacts to trees on the lot. Additional information concerning project alternatives may be available from the applicant or their agent. Other alternatives may develop during the review process for this permit application. All reasonable project alternatives, in particular those which may be less damaging to the aquatic environment, will be considered.

**Mitigation.** The Corps requires that applicants consider and use all reasonable and practical measures to avoid and minimize impacts to aquatic resources. If the applicant is unable to avoid or minimize all impacts, the Corps may require compensatory mitigation. The applicant has proposed to offset loss of wetlands by purchasing mitigation credits from Ducks Unlimited In-Lieu Fee Program at a 2:1 ratio (mitigation : impact).

**OTHER GOVERNMENTAL AUTHORIZATIONS:** Water quality certification or a waiver, as required under Section 401 of the Clean Water Act from the North Dakota Department of Environmental Quality, Water Quality Division (DEQ), is required for this project. The Corps will submit a request for consideration to DEQ on the applicant's behalf.

**HISTORIC PROPERTIES:** In 1992 the entire parcel slated for development was reviewed and the North Dakota State Historic Preservation Officer (ND SHPO) concurred with the Corps "No

Historic Properties" determination [ND SHPO Reference No. 92-488]. The work proposed would occur in the previous APE; however, to ensure the Omaha District is in compliance with the NHPA and amendments and the procedures set forth in 33 CFR, Appendix C, we will evaluate input by Indian Tribes, the ND SHPO, and any interested parties in response to this public notice and will consult, as appropriate.

**ENDANGERED SPECIES:** This project is located within the known ranges of the endangered Interior least tern (*Sterna antillarum*), Pallid Sturgeon (*Scaphirhynchus albus*), Whooping crane (*Grus americana*) and Gray Wolf (*Canis lupus*); the threatened Piping plover (*Charadrius melodus*), Rufa red knot (*Calidris cantus rufa*) and Northern long-eared bat [NLEB] (*Myotis septentrionalis*); and critical habitat for the Piping plover has been identified in and adjacent the Missouri River. In compliance with the Endangered Species Act, the Corps has determined that the project would have "no effect" on threatened or endangered species or designated critical habitat. Using the 4d Rule, potential for impacts to NLEB are eliminated through incorporation of timing restrictions for tree removal. The Corps will initiate consultation with the U.S. Fish and Wildlife Service, pursuant to Section 7 of the Endangered Species Act, if new information arises, as appropriate.

The above determinations are based on information provided by the applicant and our preliminary review.

**EVALUATION FACTORS:** The decision whether to issue a permit will be based on an evaluation of the probable impacts, including cumulative impacts, of the described activity on the public interest. That decision will reflect the national concern for both protection and utilization of important resources. The benefit, which reasonably may be expected to accrue from the described activity, must be balanced against its reasonably foreseeable detriments. All factors which may be relevant to the described activity will be considered, including the cumulative effects thereof; among those are conservation, economics, aesthetics, general environmental concerns, wetlands, historic properties, fish and wildlife values, flood hazards, floodplain values, land use, navigation, shoreline erosion and accretion, recreation, water supply and conservation, water quality, energy needs, safety, food and fiber production, mineral needs, consideration of property ownership and, in general, the needs and welfare of the people. The activity's impact on the public interest will include application of the Section 404(b)(1) guidelines promulgated by the Administrator, Environmental Protection Agency (40 CFR Part 230).

The Corps is soliciting comments from the public, Federal, State, and local agencies and officials, Indian tribes, and other interested parties in order to consider and evaluate the impacts of this proposed activity. Any comments received will be considered by the Corps to determine whether to issue, modify, condition, or deny a permit for this proposal. To make this decision, comments are used to assess impacts on endangered species, historic properties, water quality, general environmental effects, and other public interest factors listed above. Comments are used in the preparation of an Environmental Assessment and/or an Environmental Impact Statement pursuant to the National Environmental Policy Act. Comments are also used to determine the need for a public hearing and to determine the overall public interest of the proposed activity.

SUBMITTING COMMENTS: Written comments, referencing Public Notice NWO-2019-1887-BIS must be submitted to the office listed below on or before December 26, 2019.

Toni Erhardt, Project Manager  
US Army Corps of Engineers, Omaha District  
North Dakota Regulatory Office  
3319 University Drive  
Bismarck, North Dakota 58504

Email: [CENWO-OD-RND@usace.army.mil](mailto:CENWO-OD-RND@usace.army.mil)

The Corps is particularly interested in receiving comments related to the proposal's probable impacts on the affected aquatic environment and the secondary and cumulative effects. Anyone may request, in writing, that a public hearing be held to consider this application. Requests shall specifically state, with particularity, the reason(s) for holding a public hearing. If the Corps determines that the information received in response to this notice is inadequate for thorough evaluation, a public hearing may be warranted. If a public hearing is warranted, interested parties will be notified of the time, date, and location. Please note that all comment letters received are subject to release to the public through the Freedom of Information Act. If you have questions or need additional information please contact the applicant or the Corps' project manager Toni Erhardt at (701) 255-0015, extension 2003 or [Toni.R.Erhardt@usace.army.mil](mailto:Toni.R.Erhardt@usace.army.mil).

Attachments: 4 drawings



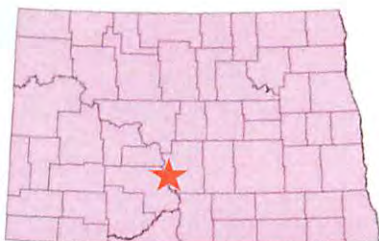
## Appendix A. Location Map



### **Aquatic Resource Delineation – Lot 13, Block 1, Fox Island Subdivision Hallmark Homes Inc.**

The address of the property is 3333 Gallatin Drive, Bismarck, ND. West of this property, Gallatin Drive changes to Gallatin Loop. The purple lines are section lines, the green lines are quarter-mile lines. The project area is located in the North Half of Section 19, Township 138 North, Range 80 West.

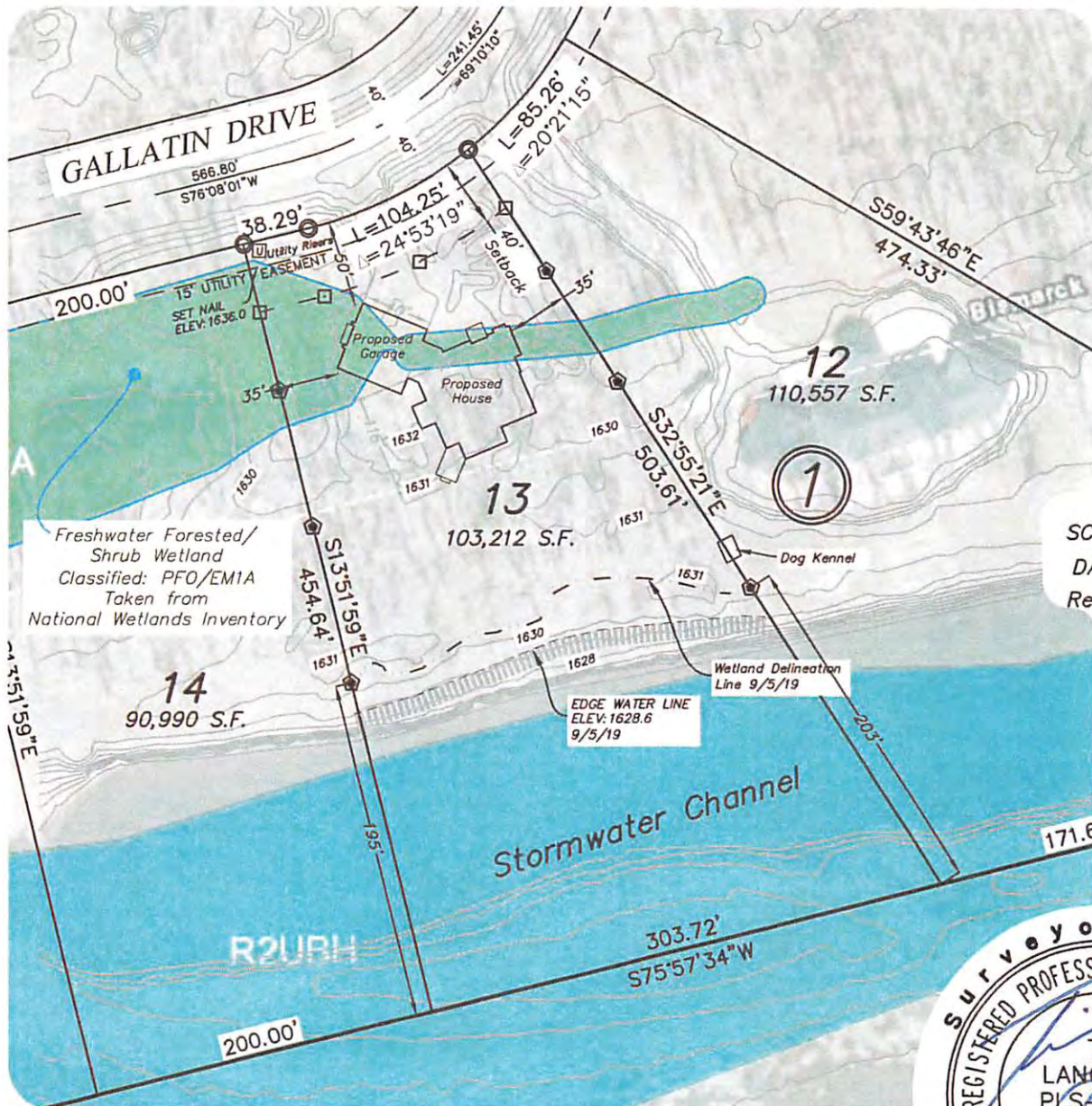
**Burleigh County, North Dakota  
Google Earth Image – May 2017**





# LOT SURVEY EXHIBIT

LOT 13 BLOCK 1  
 SUBDIVISION Fox Island Subdivision  
 ADDRESS 3333 Gallatin Drive  
 BUILDER Hallmark Homes



SCALE: 1" = 100'  
 DATE: 8/27/19  
 Revised: 9/13/19

Datum:  
 NAVD 88

Base Flood  
 Elev: 1636.0

FIRM PANEL  
 38015C0790D  
 AUG. 4, 2014



- ⊙ FOUND MONUMENT
- ⊙ SET MONUMENT
- BUILDING SETBACK OR NON-ACCESS STAKE
- ⊙ MONUMENT ON PROPERTY LINE



**SWENSON, HAGEN & COMPANY P.C.**

Surveying  
 Hydrology  
 Land Planning  
 Civil Engineering  
 Landscape & Site Design  
 Construction Management

909 Basin Avenue  
 Bismarck, North Dakota 58504  
 sheng@swensonhagen.com  
 Phone (701) 223 - 2600  
 Fax (701) 223 - 2606

## NOTES

THE BUILDING SETBACK LINES SHOWN ARE TYPICAL, THERE MAY BE OTHER BUILDING RESTRICTIONS THAT AFFECT THIS PROPERTY. THE BUILDER IS RESPONSIBLE FOR VERIFYING THE BUILDING SETBACKS AND BUILDING DIMENSIONS. LOT DIMENSIONS ARE FROM PLAT. BUILDING SHOWN WAS NOT FIELD STAKED.

FAXED OR EMAILED TO:  
 BUILDER OR OWNER

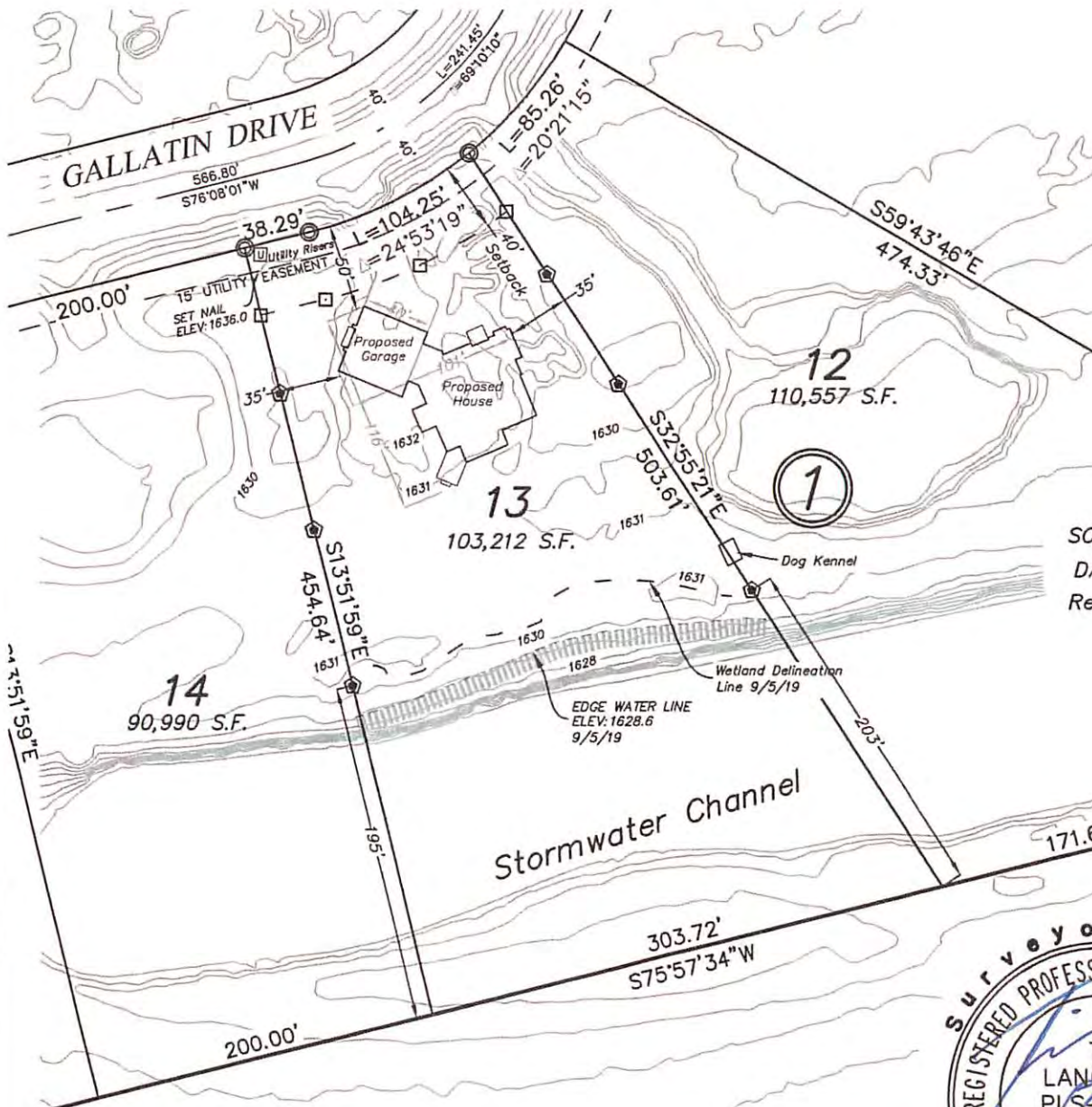
DATED:

9-13-19



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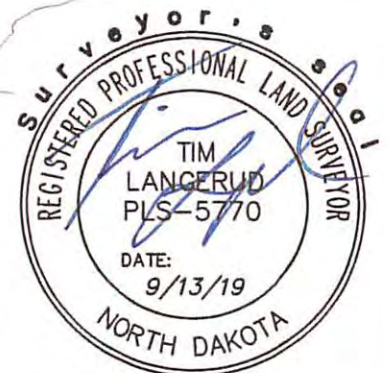
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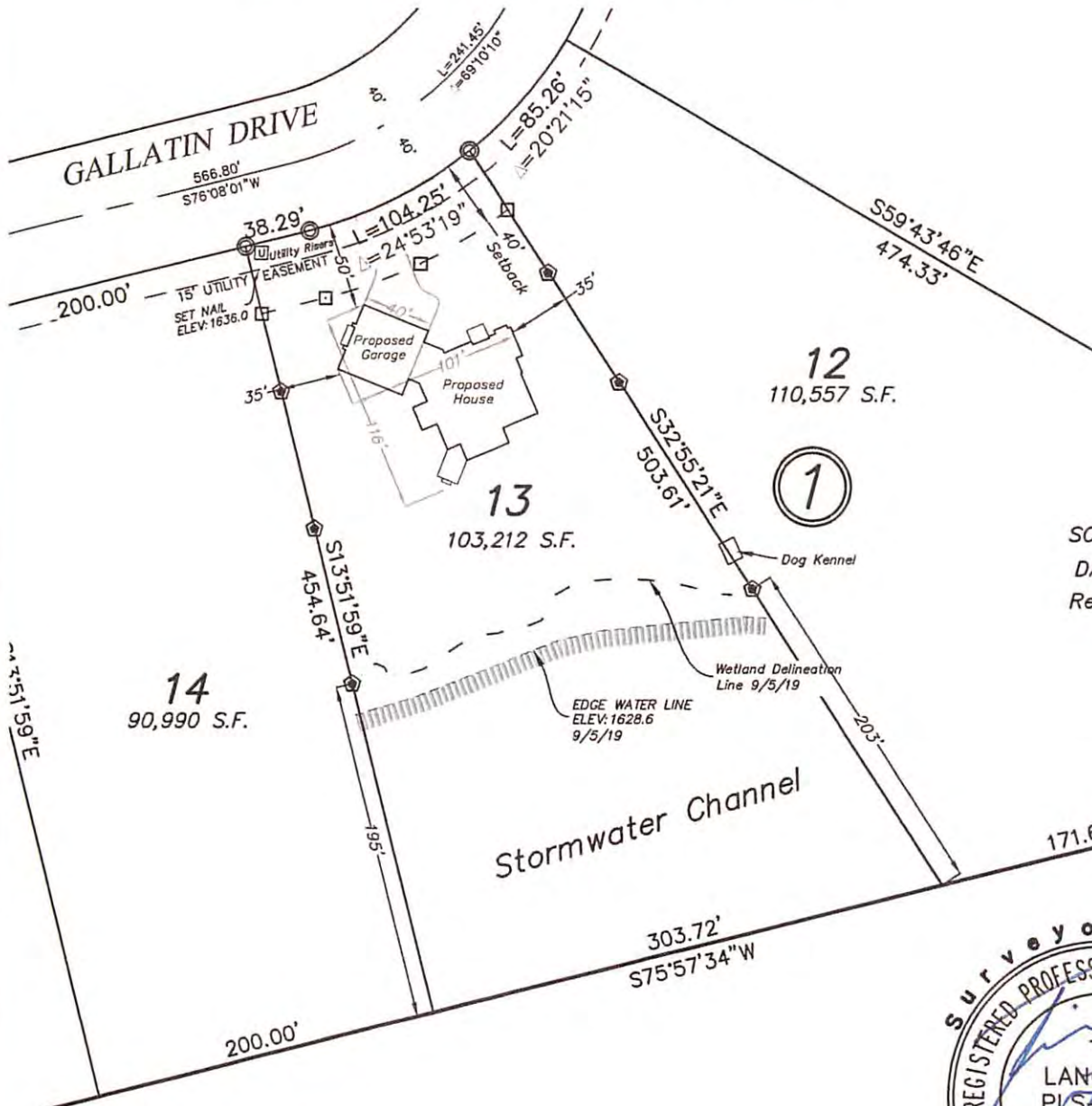
DATED:

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FAXED OR EMAILED TO:

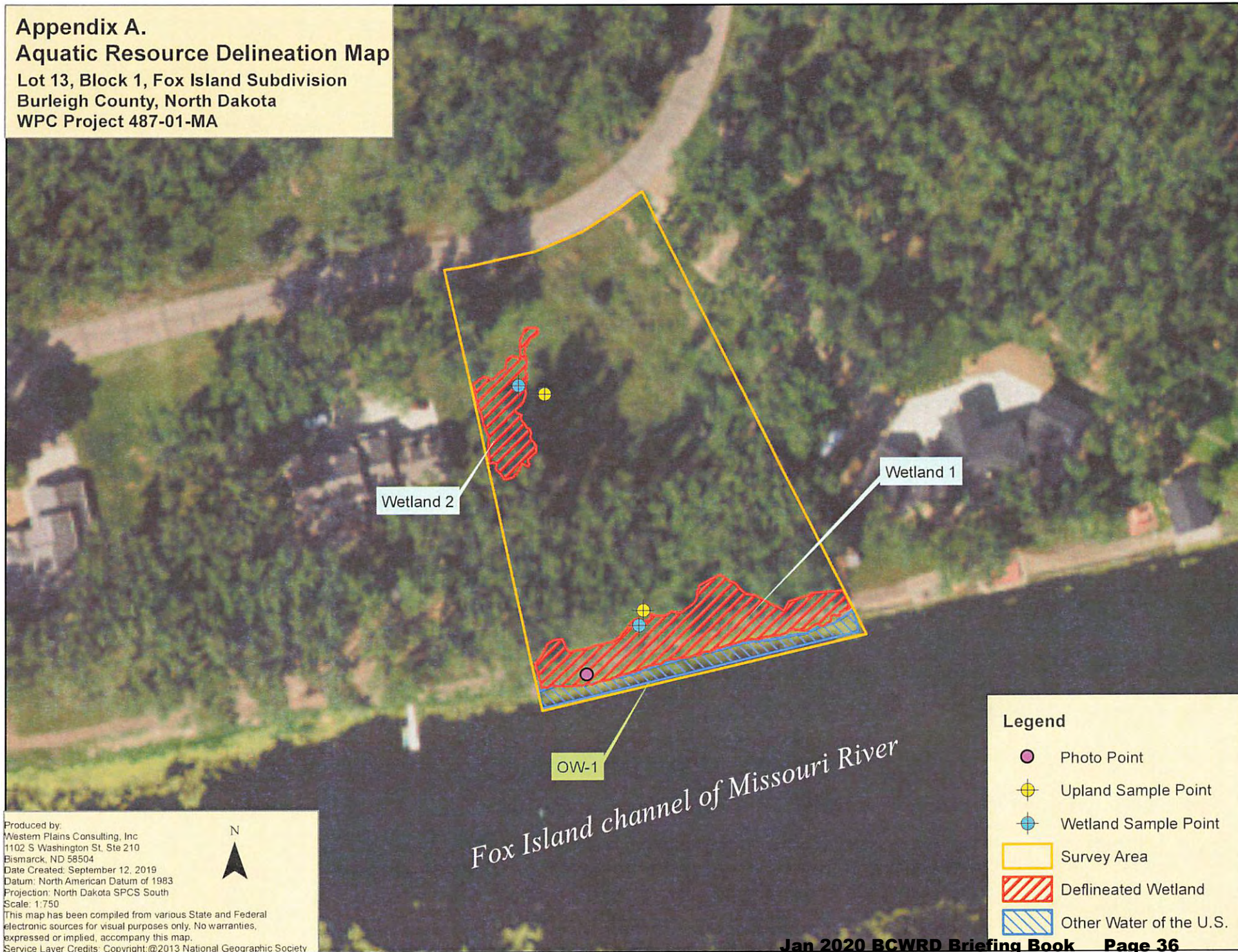
BUILDER OR OWNER

DATED:

9-13-19



**Appendix A.**  
**Aquatic Resource Delineation Map**  
 Lot 13, Block 1, Fox Island Subdivision  
 Burleigh County, North Dakota  
 WPC Project 487-01-MA



Produced by:  
 Western Plains Consulting, Inc  
 1102 S Washington St. Ste 210  
 Bismarck, ND 58504  
 Date Created: September 12, 2019  
 Datum: North American Datum of 1983  
 Projection: North Dakota SPCS South  
 Scale: 1:750  
 This map has been compiled from various State and Federal  
 electronic sources for visual purposes only. No warranties,  
 expressed or implied, accompany this map.  
 Service Layer Credits: Copyright: ©2013 National Geographic Society

- Legend**
- Photo Point
  - Upland Sample Point
  - Wetland Sample Point
  - Survey Area
  - Delineated Wetland
  - Other Water of the U.S.





## Community Development Department

### MEMORANDUM

TO: Keith Hunke, City Administrator (digital)  
Jason Tomanek, Assistant City Administrator (digital)  
Gabe Schell, City Engineer (digital)  
Jennifer Scheet, Finance (digital)  
Al Vietmeier, County Auditor/Director County Tax Equalization (digital)  
Tessa Knudson, County Auditor/Treasurer Office (digital)  
Al Wood, Western Area Power Administration (digital)  
Brady Blaskowski, Building Inspections (digital)  
Mike Dannenfelzer, Communications Manager (digital)  
Jeff Heintz, Director of Service Operations (digital)  
Michelle Klose, Director of Utility Operations (digital)  
Dave Draovitch, Police Chief (digital)  
Becky Fairbanks, City Assessing (digital)  
Greg Carlson, County GIS (digital)  
Wendy Berg, Parks and Recreation (digital)  
Kelly Leben, Sheriff's Office (digital)  
Mona Livdahl, Burleigh County Water Resource District (digital)  
Darin Scherr, Bismarck School District (digital)  
Mike Voigt, Rural Fire Department (digital)

FROM: City Community Development Department ~ Planning Division

DATE: December 23, 2019

SUBJECT: Annexation

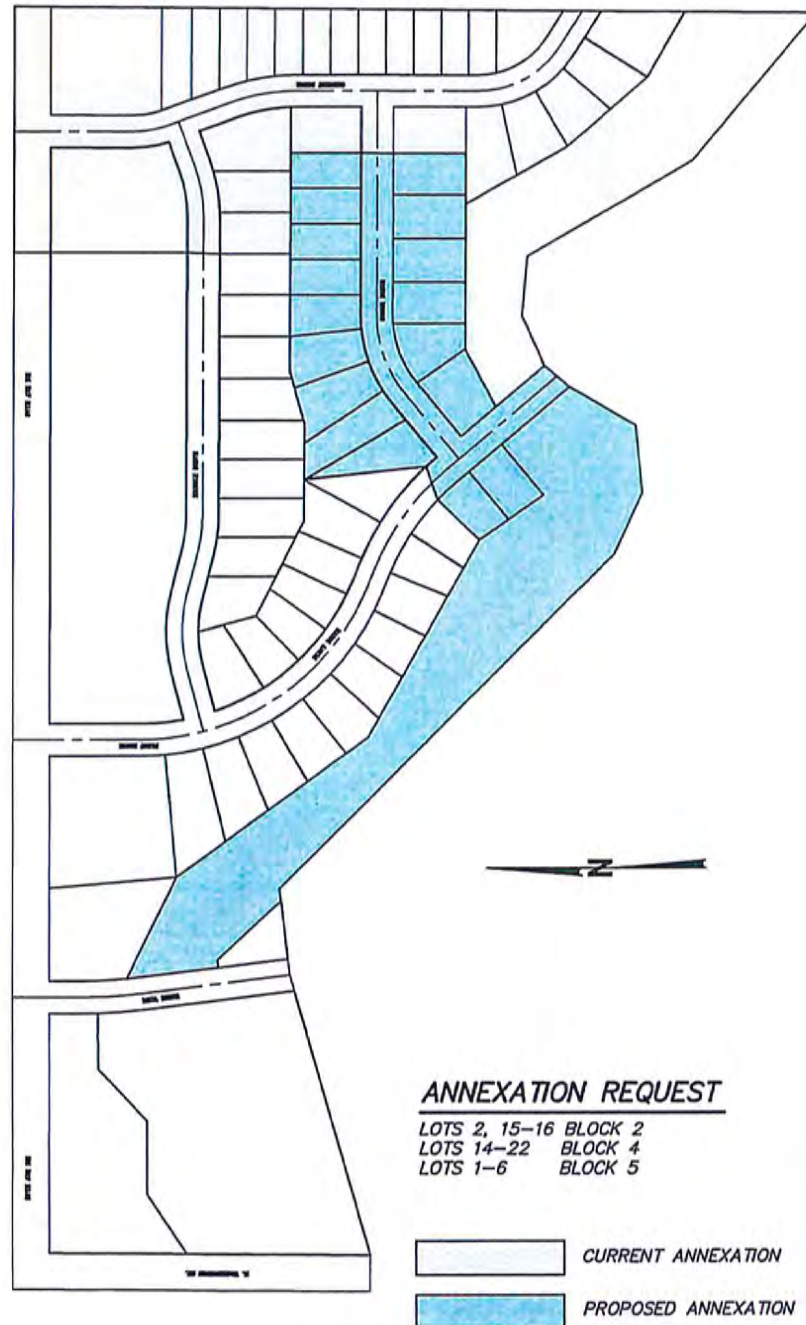
The attached annexation of Lots 2 and 15-16, Block 2; Lots 14-22, Block 4; and Lots 1-6, Block 5, Boulder Ridge Seventh Addition, was recently submitted and is tentatively scheduled for final consideration by the Bismarck Planning & Zoning Commission on January 22, 2020.

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



# **ANNEXATION EXHIBIT** **BOULDER RIDGE SEVENTH ADDITION**

DEC 20 2019



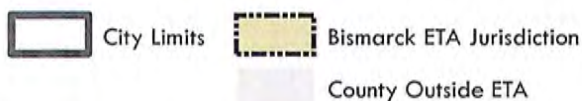
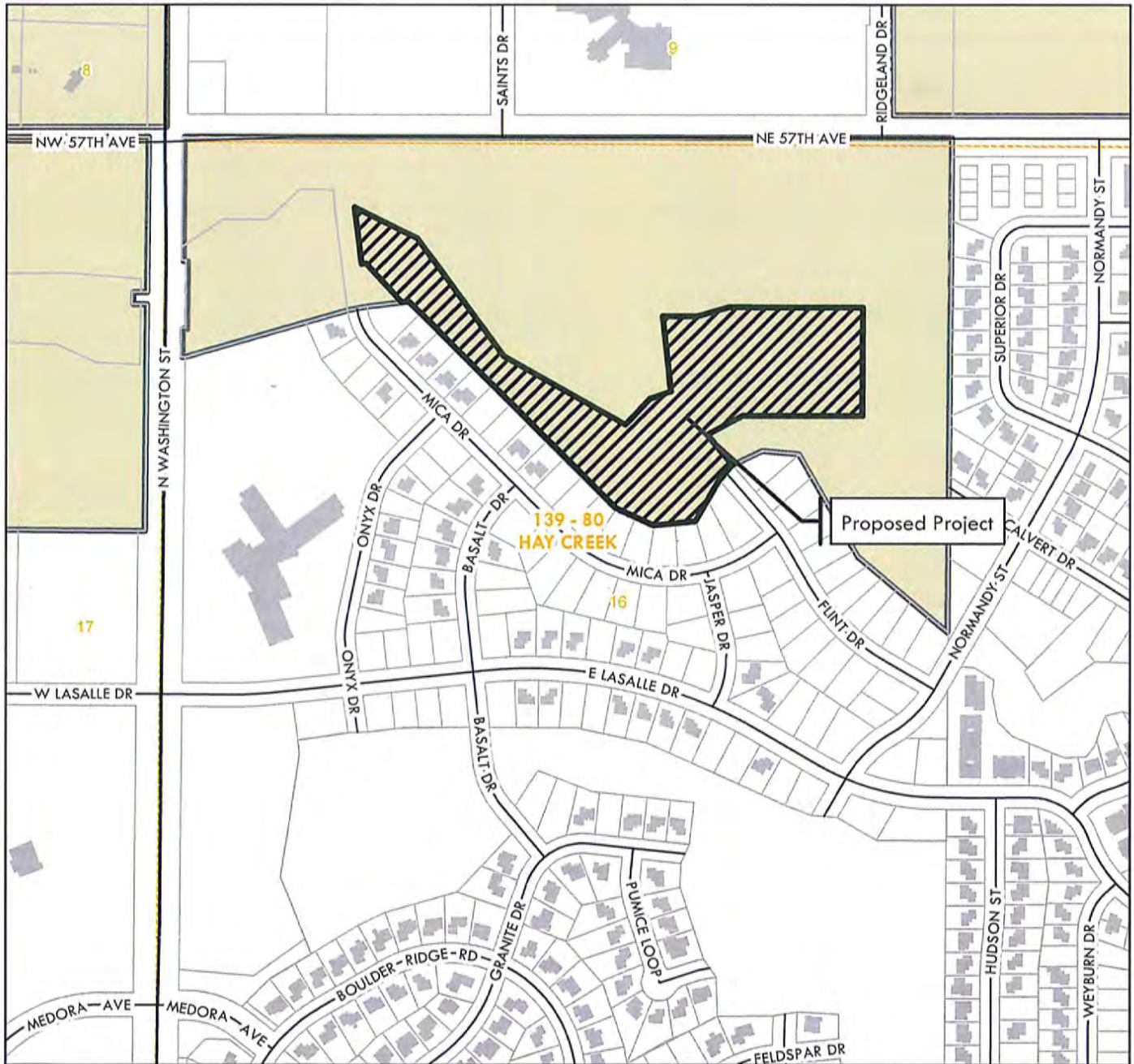


**SWENSON, HAGEN & COMPANY P.C.**

Surveying  
Hydrology  
Land Planning  
Civil Engineering  
Landscape & Site Design  
Construction Management

509 Basin Avenue  
Bismarck, North Dakota 58101  
shc@swensonhagen.com  
Phone (701) 221-2600  
Fax (701) 221-2606

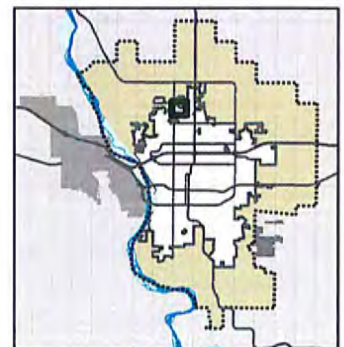




Section, township, and range indicated in orange

City of Bismarck  
Community Development Department  
Planning Division  
December 23, 2019 (HLB)

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





## Community Development Department

### MEMORANDUM

TO: Keith Hunke, City Administrator (digital)  
Jason Tomanek, Assistant City Administrator (digital)  
Gabe Schell, City Engineer (digital)  
Jennifer Scheet, Finance (digital)  
Al Vietmeier, County Auditor/Director County Tax Equalization (digital)  
Tessa Knudson, County Auditor/Treasurer Office (digital)  
Al Wood, Western Area Power Administration (digital)  
Brady Blaskowski, Building Inspections (digital)  
Mike Dannenfelzer, Communications Manager (digital)  
Jeff Heintz, Director of Service Operations (digital)  
Michelle Klose, Director of Utility Operations (digital)  
Dave Draovitch, Police Chief (digital)  
Becky Fairbanks, City Assessing (digital)  
Greg Carlson, County GIS (digital)  
Wendy Berg, Parks and Recreation (digital)  
Kelly Leben, Sheriff's Office (digital)  
Mona Livdahl, Burleigh County Water Resource District (digital)  
Darin Scherr, Bismarck School District (digital)  
Mike Voigt, Rural Fire Department (digital)

FROM: City Community Development Department ~ Planning Division

DATE: December 23, 2019

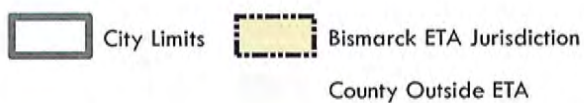
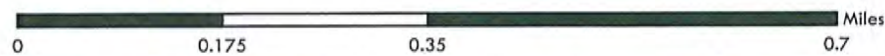
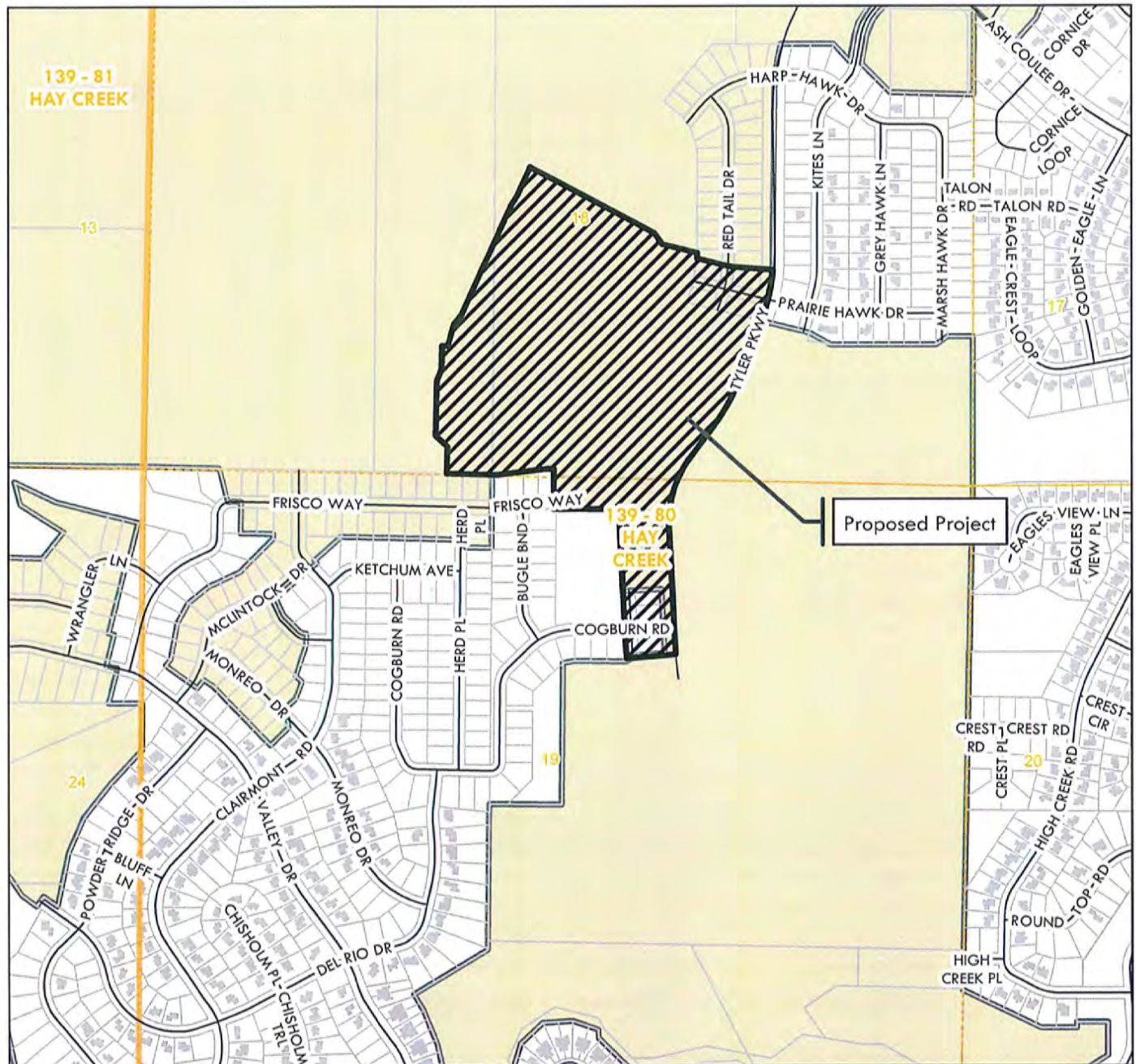
SUBJECT: Annexation

The attached annexation of part Elk Ridge Second Addition, was recently submitted and is tentatively scheduled for final consideration by the Bismarck Planning & Zoning Commission on February 26, 2020.

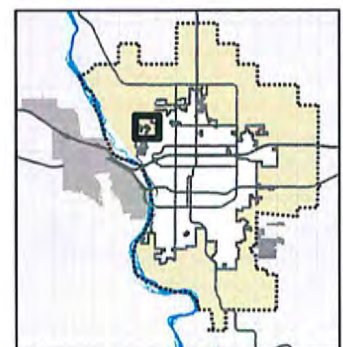
If you have any questions or need any additional information on this request, please contact Jenny Wollmuth, the planner in our office assigned to this request, at 355-1845.







Section, township, and range indicated in orange



City of Bismarck  
Community Development Department  
Planning Division  
December 23, 2019 (HLB)

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# ELK RIDGE SECOND ADDITION

A REPEAT OF LOT 11 BLOCK 7, LOT 14 BLOCK 10, LOT 1  
BLOCK 8, LOT 1 BLOCK 6 EAGLE CREST 6TH ADDITION AND  
BLOCKS 4 & 5 OF ELK RIDGE ADDITION &  
PART OF THE SE 1/4 SECTION 18  
AND PART OF THE NE 1/4 OF SECTION 19 OF  
TOWNSHIP 103 NORTH, RANGE 80 WEST

BISMARCK, NORTH DAKOTA



58.7 ACRES  
EXISTING ZONING: A, R5  
PROPOSED ZONING: R5, R10  
105 LOTS 15 BLOCKS

OWNER: TYLER COULEE, LLP  
BISMARCK NORTH DEVELOPERS  
RON KUTSON  
RBK VENTURES, LLP

ADDRESS: 535 HWY 1804 NE  
BISMARCK, ND 58503

OWNER: BOULDER RIDGE DEVELOPMENT, INC.

ADDRESS: 101 SLATE DR., STE. 1  
BISMARCK, ND 58503



LOCATION MAP





## *Community Development Department*

**MEMORANDUM  
MINOR SUBDIVISION FINAL PLAT  
DAYBREAK MEDICAL ADDITION FIRST REPLAT**

TO: Jennifer Scheet, Finance (digital)  
Jenny Wollmuth, Planning  
Mike Dannenfelzer, CenCom  
Angie Moseman, CenCom  
Connie Kassian, CenturyLink  
Doug Wiseman, MDU  
Gabe Schell, City Engineer (digital)  
Tessa Knudson, County Auditor/Treasurer Office (digital)  
Connie Kassian, CenturyLink (digital)  
Brady Blaskowski, Building Inspections (digital)  
Michelle Klose, Public Works (digital)  
Jeff Heintz, Public Works (digital)  
Mike Berg, Capital Electric (digital)  
Bill Boyd, Midcontinent Communications (digital)  
Steve Nelson, ND Department of Transportation (digital)  
Mike Voigt, Rural Fire (digital)  
Wendy Berg, Parks and Recreation (digital)  
Darin Scherr, Bismarck Public Schools (digital)  
Michael Mittleider, BEK Communications (digital)  
Mona Livdahl, Burleigh County Water Resource District (digital)  
Al Wood, Western Area Power Association (digital)  
Kelly Leben, Sheriff's Office (digital)  
Dave Draovitch, Police (digital)  
Ron Kunda, Fire Department (digital)  
Allison Jensen, City Assessing (digital)

FROM: City Community Development Department ~ Planning Division

DATE: December 23, 2019

Attached please find a copy of the minor subdivision final plat titled Daybreak Medical Addition First Replat, which has tentatively been scheduled for a public hearing by the Bismarck Planning & Zoning Commission on Wednesday, January 22, 2020.

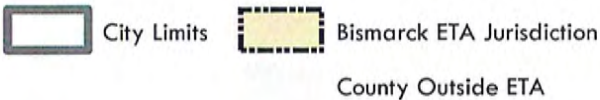
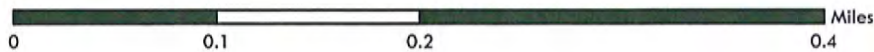
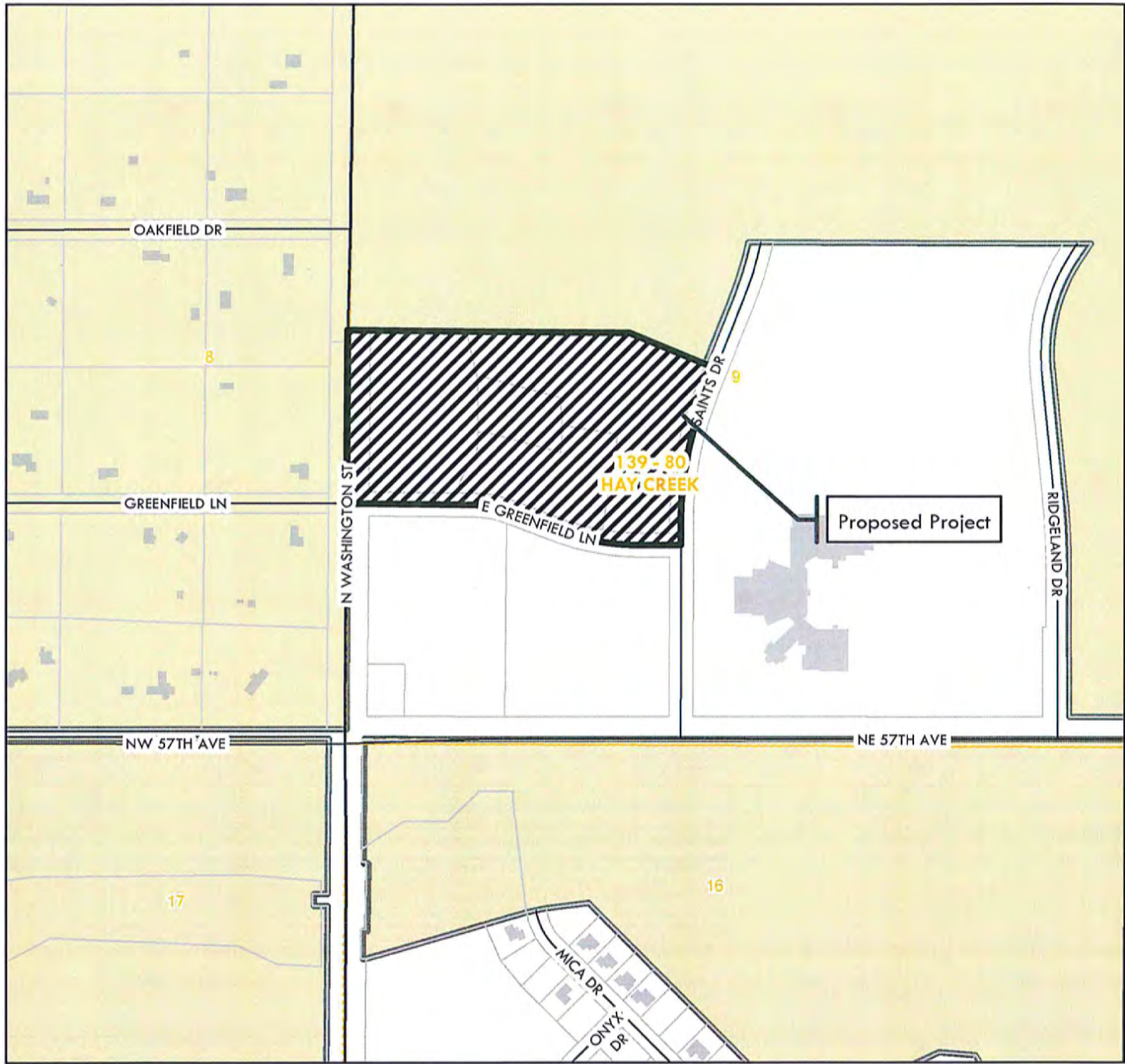
If you have any questions or need any additional information on this request, please contact Jenny Wollmuth, the planner in our office assigned to this request, at 355-1845.

Attachment(s)

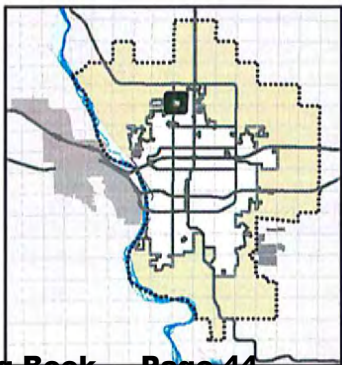
221 North 5th Street • PO Box 5503 • Bismarck, ND 58506-5503 • TDD: 711 • [www.bismarcknd.gov](http://www.bismarcknd.gov)







Section, township, and range indicated in orange



SECTION 9, TOWNSHIP 139 NORTH, RANGE 80 WEST  
PART OF THE SW 1/4 OF  
BISMARCK, BURLEIGH COUNTY, NORTH DAKOTA



HYDRANT P.O.#  
VERMONT AVE. 3RD WEST OF 26TH ST.  
ELEV. 1664.61 (NGVD 29)

AREA DATA			
0.73	0.12	2.72	2.6
14.78	108.60	2.6	14.08
			AC-132
			3.08
			5.51

NOTARY PUBLIC





## Community Development Department

### MEMORANDUM MAJOR SUBDIVISION PRELIMINARY PLAT ELK RIDGE SECOND ADDITION

TO: Jenny Wollmuth, Planning  
Mike Dannenfelzer, CenCom  
Angie Moseman, CenCom  
Tessa Knudson, County Auditor/Treasurer Office (digital)  
Connie Kassian, CenturyLink  
Doug Wiseman, MDU  
Connie Kassian, CenturyLink (digital)  
Brady Blaskowski, Building Inspections Division (digital)  
Michelle Klose, Public Works (digital)  
Gabe Schell, City Engineer (digital)  
Jeff Heintz, Public Works (digital)  
Marcus Hall, County Engineer (digital)  
Mike Berg, Capital Electric (digital)  
Bill Boyd, Midcontinent Communications (digital)  
Steve Nelson, ND Department of Transportation (digital)  
Mike Voigt, Rural Fire (digital)  
Wendy Berg, Parks and Recreation (digital)  
Darin Scherr, Bismarck Public Schools (digital)  
Michael Mittleider, BEK Communications (digital)  
Mona Livdahl, Burleigh County Water Resource District (digital)  
Al Wood, Western Area Power (digital)  
Kelly Leben, Burleigh County Sheriff's Department (digital)  
Allison Jensen, Finance (digital)  
Dave Draovitch, Police (digital)  
Ron Kunda, Fire Department (digital)

FROM: City Community Development Department ~ Planning Division

DATE: December 23, 2019

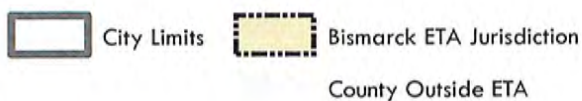
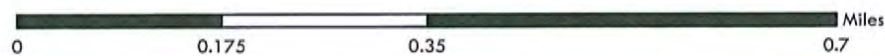
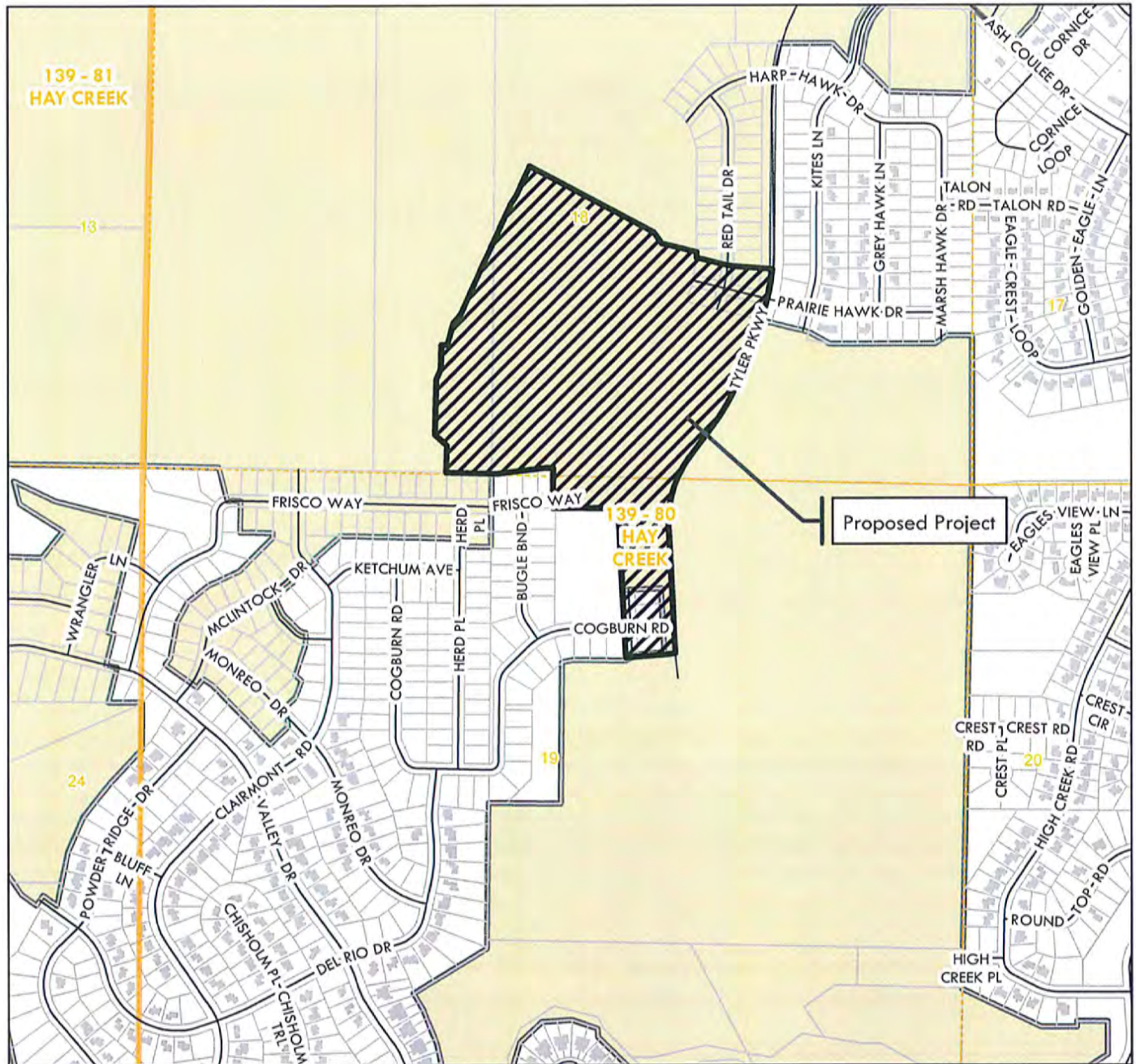
Attached please find a copy of the major subdivision preliminary plat titled Elk Ridge Second Addition, which has tentatively been scheduled for consideration by the Bismarck Planning & Zoning Commission on Wednesday, January 22, 2020.

If you have any questions or need any additional information on this request, please contact Jenny Wollmuth, the planner in our office assigned to this request, at 355-1854.

Attachment



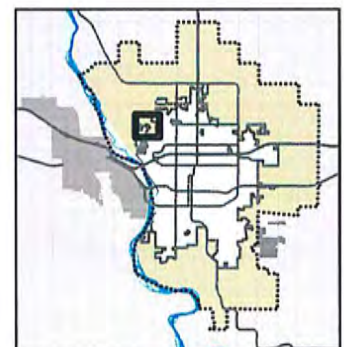




Section, township, and range indicated in orange

City of Bismarck  
Community Development Department  
Planning Division  
December 23, 2019 (HLB)

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# ELK RIDGE SECOND ADDITION

A REPEAT OF LOT 11 BLOCK 7, LOT 14 BLOCK 10, LOT 1  
BLOCK 6, LOT 1 BLOCK 5 EAGLE CREST 6TH ADDITION AND  
BLOCKS 4 & 5 OF ELK RIDGE ADDITION &  
PART OF THE SE 1/4 SECTION 10  
AND PART OF THE NE 1/4 OF SECTION 10 OF  
TOWNSHIP 139 NORTH, RANGE 50 WEST

BISMARCK, NORTH DAKOTA



58.7 ACRES  
EXISTING ZONING: A, R5  
PROPOSED ZONING: RS, R10  
105 LOTS 15 BLOCKS

OWNER: TYLER COULEE, LLP  
BISMARCK NORTH DEVELOPERS  
RON KNUITSON  
RSK VENTURES, LLP

ADDRESS: 555 HWY 1804 NE  
BISMARCK, ND 58503

OWNER: BOULDER RIDGE DEVELOPMENT, INC.

ADDRESS: 101 SLATE DR., STE. 1  
BISMARCK, ND 58503



LOCATION MAP





*Community Development Department*  
**MEMORANDUM**

TO: Keith Hunke, City Administrator (digital)  
Jason Tomanek, Assistant City Administrator (digital)  
Gabe Schell, City Engineer (digital)  
Jennifer Scheet, Finance (digital)  
Al Vietmeier, County Auditor/Director County Tax Equalization (digital)  
Tessa Knudson, County Auditor/Treasurer Office (digital)  
Al Wood, Western Area Power Administration (digital)  
Brady Blaskowski, Building Inspections (digital)  
Mike Dannenfelzer, Communications Manager (digital)  
Jeff Heintz, Director of Service Operations (digital)  
Michelle Klose, Director of Utility Operations (digital)  
Dave Draovitch, Police Chief (digital)  
Becky Fairbanks, City Assessing (digital)  
Greg Carlson, County GIS (digital)  
Wendy Berg, Parks and Recreation (digital)  
Kelly Leben, Sheriff's Office (digital)  
Mona Livdahl, Burleigh County Water Resource District (digital)  
Darin Scherr, Bismarck School District (digital)  
Mike Voigt, Rural Fire Department (digital)

FROM: City Community Development Department ~ Planning Division

DATE: December 23, 2019

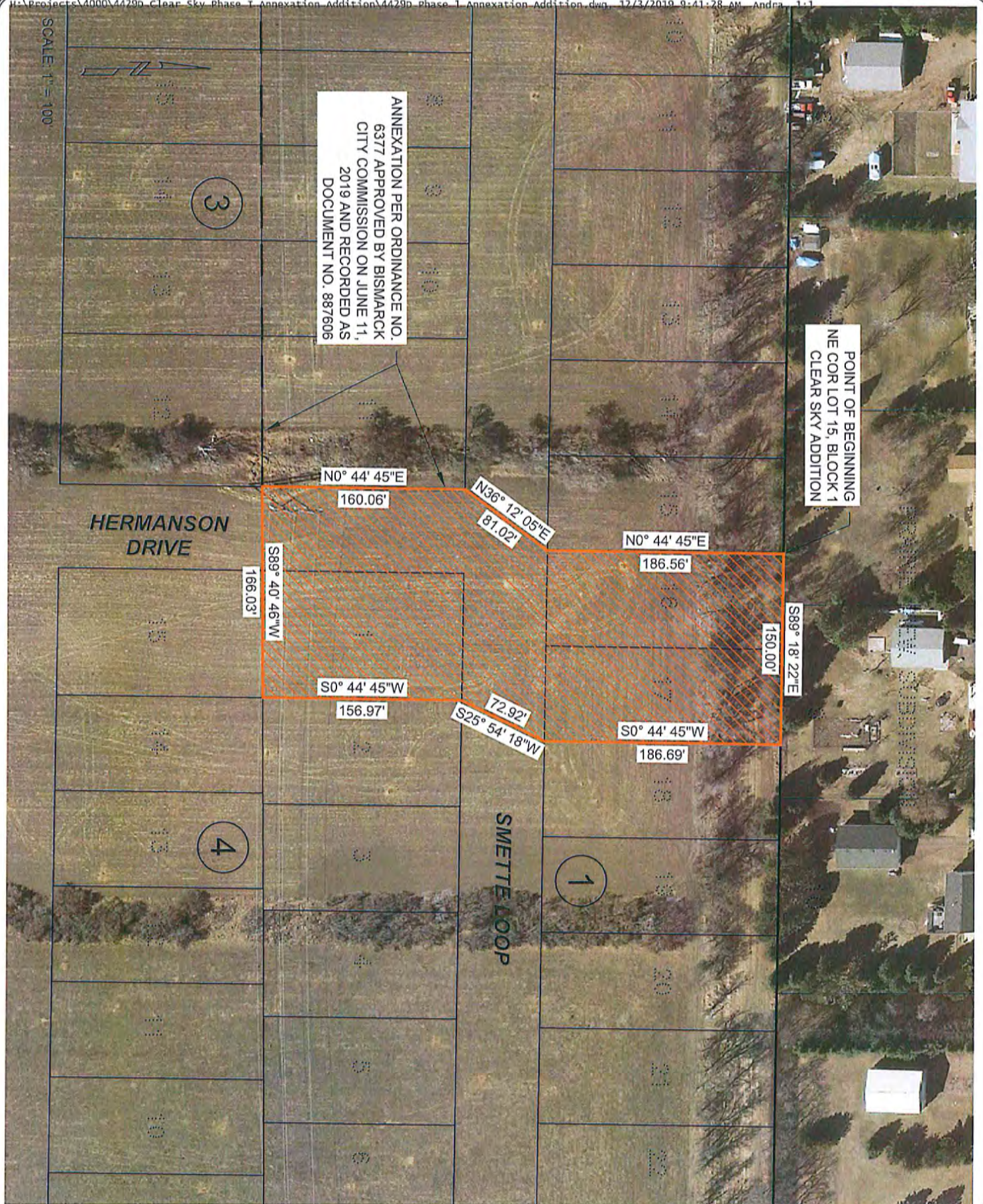
SUBJECT: Annexation

The attached annexation of part Clear Sky Addition, was recently submitted and is tentatively scheduled for final consideration by the Bismarck Planning & Zoning Commission on January 22, 2020.

If you have any questions or need any additional information on this request, please contact Jenny Wollmuth, the planner in our office assigned to this request, at 355-1845.











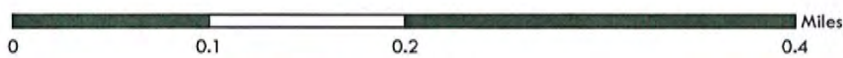
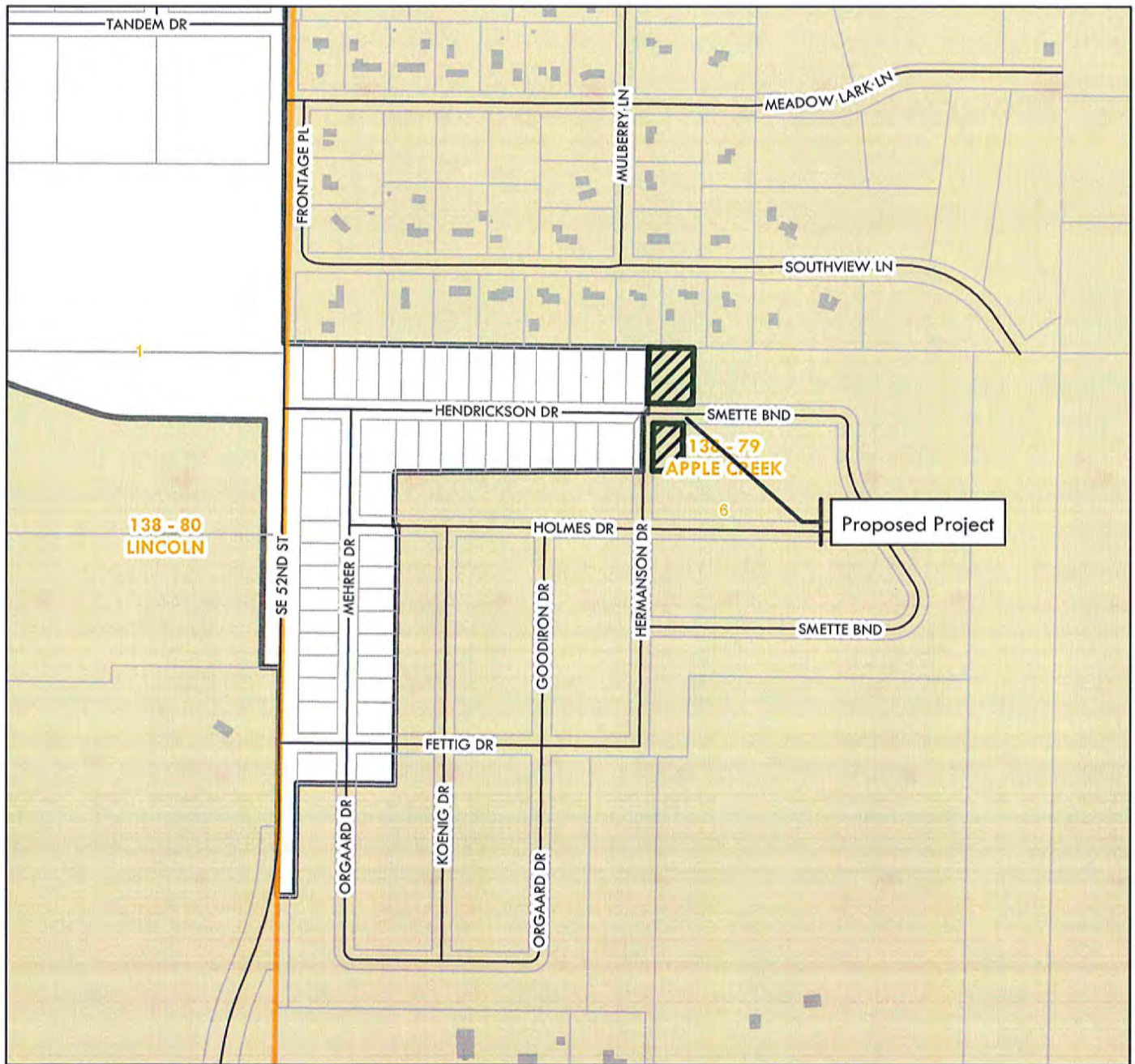




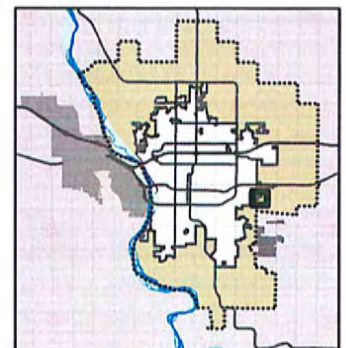
## Location Map

Lots 16-17, Block 1 and Lot 1, Block 4, Clear Sky Addition

ANNX2019-004



Section, township, and range indicated in orange



City of Bismarck  
Community Development Department  
Planning Division  
December 10, 2019 (HLB)

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



## Community Development Department

### MEMORANDUM CITY RECORDED MAJOR SUBDIVISION FINAL PLAT MDU VERMONT AVENUE ADDITION

TO: Brady Blaskowski, Building Inspections (Addressing - 3 copies)  
Jeron Fuller, Public Works  
Dennis Kuntz, USPS (digital)  
Connie Kassian, CenturyLink  
Doug Wiseman, MDU (digital)  
Mike Berg, Capital Electric  
Tessa Knudson, County Auditor/Treasurer Office (digital)  
Connie Kassian, CenturyLink (digital)  
Steve Nelson, ND Department of Transportation (digital)  
Becky Fairbanks, Finance (digital)  
Mike Berg, Capital Electric (digital)  
Bill Boyd, Midcontinent Communications (digital)  
Mike Dannenfelzer, CenCom (digital)  
Angie Moseman, CenCom (digital)  
Michael Mittleider, BEK Communications (digital)  
Mona Livdahl, Burleigh County Water Resource District (digital)  
Darin Scherr, Bismarck Public Schools (digital)  
Mike Voigt, Rural Fire (digital)  
Kelly Leben, Sheriff's Office (digital)  
Jami Wangler, GIS (digital)  
Cleary Johs, Engineering (digital)  
Gabe Schell, City Engineer (digital)  
Randy Bina, BPRD  
Kathy Feist, BPRD  
Dave Mayer, BPRD  
Wendy Anderson Berg, BPRD

FROM: City Community Development Department ~ Planning Division

DATE: December 30, 2019

Attached please find a copy of the above-signed plat, which was approved by the Bismarck Planning & Zoning Commission on September 26, 2018, Board of City Commissioners on April 9, 2019 and recorded by the Recorder's Office on December 30, 2019.

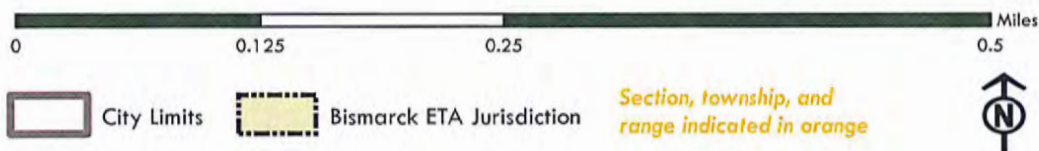
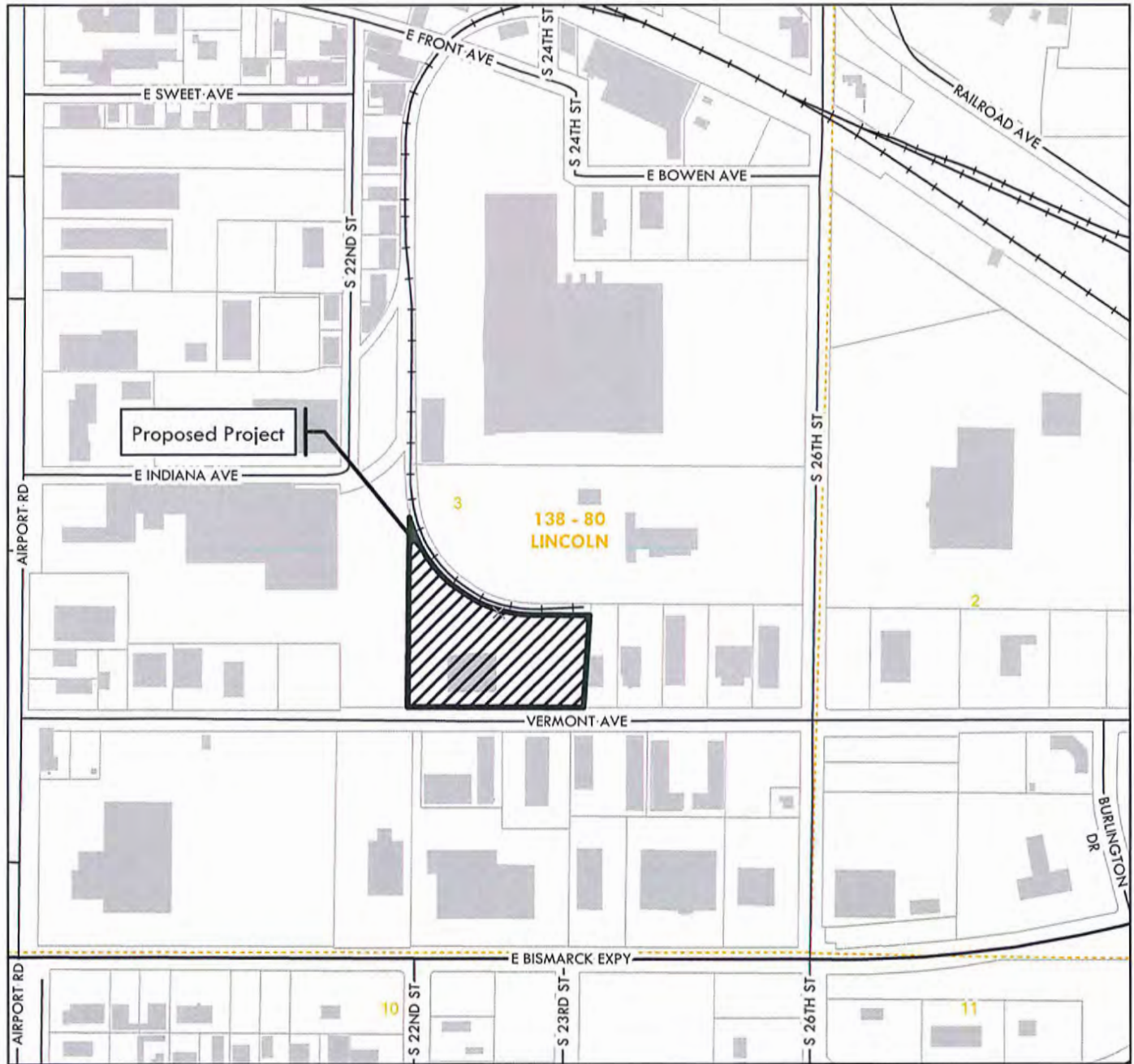
If you have any questions or need any additional information on this request, please contact Will Hutchings, the planner in our office assigned to this request, at 355-1850.

Attachment(s)

221 North 5th Street • PO Box 5503 • Bismarck, ND 58506-5503 • TDD: 711 • [www.bismarcknd.gov](http://www.bismarcknd.gov)

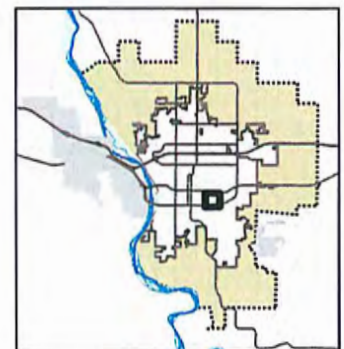






City of Bismarck  
Community Development Department  
Planning Division  
July 23, 2018 (HLB)

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



# MDU VERMONT AVENUE ADDITION

PART OF VERMONT AVENUE RIGHT-OF-WAY AND  
PART OF THE SE 1/4 OF  
SECTION 3, TOWNSHIP 138 NORTH, RANGE 80 WEST  
BISMARCK, BURLEIGH COUNTY, NORTH DAKOTA

**DESCRIPTION**  
PART OF VERMONT AVENUE RIGHT-OF-WAY AND PART OF THE SOUTHEAST 1/4 OF SECTION 3, TOWNSHIP 138 NORTH, RANGE 80 WEST, BISMARCK, BURLEIGH COUNTY, REDESCRIBED AS FOLLOWS:  
BEGINNING AT THE SOUTHEAST CORNER OF CASEY'S INDUSTRIES, INC. FIRST ADDITION, THENCE NORTH 00 DEGREES 45 MINUTES 10 SECONDS EAST, ALONG THE EAST LINE OF SAID CASEY'S INDUSTRIES, INC. FIRST ADDITION, A DISTANCE OF 694.75 FEET TO THE SOUTH LINE OF TRACT D OF SAID SOUTHEAST 1/4, THENCE SOUTHWESTERLY AND TO THE LEFT, ALONG SAID SOUTH LINE, ON A NON-TANGENT CURVE 425.28 FOOT RADIUS CURVE, THE RADIUS OF WHICH BEARS NORTH 78 DEGREES 50 MINUTES 13 SECONDS EAST, AN ARC LENGTH OF 582.41 FEET, THENCE SOUTH 89 DEGREES 43 MINUTES 34 SECONDS EAST, CONTINUING ALONG SAID SOUTH LINE, A DISTANCE OF 182.11 FEET TO THE WEST LINE OF LOT 6 OF SAID SE 1/4, THENCE SOUTH 00 DEGREES 11 MINUTES 30 SECONDS EAST, ALONG SAID EAST LINE AND ITS EXTENSION, A DISTANCE OF 552.07 FEET TO THE CENTER-LINE OF VERMONT AVENUE RIGHT-OF-WAY, THENCE NORTH BY DEGREES 48 MINUTES 04 SECONDS WEST, ALONG SAID CENTER-LINE, A DISTANCE OF 592.07 FEET TO THE POINT OF BEGINNING.  
CONTAINING 244.363 SQUARE FEET, MORE OR LESS.

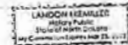
**SURVEYOR'S CERTIFICATE**  
I, MATTHEW M. STERN, A REGISTERED LAND SURVEYOR IN THE STATE OF NORTH DAKOTA, HEREBY CERTIFY THAT THE ANNEXED PLAT IS A TRUE COPY OF THE NOTES OF A SURVEY PERFORMED UNDER MY SUPERVISION AND COMPLETED ON JUNE 11, 2019. THAT ALL INFORMATION SHOWN HEREON IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT ALL MONUMENTS SHOWN HEREON ARE CORRECT, THAT ALL REQUIRED MONUMENTS HAVE BEEN SET, AND THAT ALL DIMENSIONAL AND GEODETIC DETAILS ARE CORRECT.



STATE OF NORTH DAKOTA )  
COUNTY OF BURLEIGH )  
SWENSON, HAGEN & CO. P.C.  
303 BASH AVENUE  
BISMARCK, NORTH DAKOTA  
58504

MATTHEW M. STERN  
REGISTERED LAND SURVEYOR  
N.D. REGISTRATION NO. 8299

ON THIS 10<sup>th</sup> DAY OF DECEMBER, 2019, BEFORE ME PERSONALLY APPEARED MATTHEW M. STERN, KNOWN TO ME TO BE THE PERSON RESIGNED IN AND WHO EXECUTED THE FOREGOING SURVEYOR'S CERTIFICATE, AND HE ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME.



DENNIS SCHWARTZ  
NOTARY PUBLIC  
BURLEIGH COUNTY, NORTH DAKOTA  
MY COMMISSION EXPIRES JAN 11, 2023

**APPROVAL OF CITY PLANNING COMMISSION**  
THE SUBDIVISION OF LAND AS SHOWN ON THE ANNEXED PLAT HAS BEEN APPROVED BY THE PLANNING COMMISSION OF THE CITY OF BISMARCK, ON THE 11<sup>th</sup> DAY OF DECEMBER, 2019, IN ACCORDANCE WITH LAWS OF THE STATE OF NORTH DAKOTA, ORDINANCES OF THE CITY OF BISMARCK AND REGULATIONS ADOPTED BY THE SAID PLANNING COMMISSION. IN WITNESS WHEREOF ARE SET THE HANDS AND SEALS OF THE CHAIRMAN AND SECRETARY OF THE PLANNING COMMISSION OF THE CITY OF BISMARCK.

MICHAEL J. SCHWARTZ - CHAIRMAN  
DEN EHRHART - SECRETARY

**APPROVAL OF BOARD OF CITY COMMISSIONERS**  
THE BOARD OF CITY COMMISSIONERS OF THE CITY OF BISMARCK, NORTH DAKOTA, HAS APPROVED THE SUBDIVISION OF LAND AS SHOWN ON THE ANNEXED PLAT, HAS ACCEPTED THE RE-LOCATION OF ALL STREETS SHOWN HEREON, HAS APPROVED THE GROUNDS AS SHOWN ON THE ANNEXED PLAT AS AN ADDITION TO THE MASTER PLAN OF THE CITY OF BISMARCK, NORTH DAKOTA, AND DOES HEREBY VACATE ANY PREVIOUS PLATINGS WITHIN THE BOUNDARY OF THE ANNEXED PLAT.  
THE FOREGOING ACTION OF THE BOARD OF CITY COMMISSIONERS OF BISMARCK, NORTH DAKOTA, WAS TAKEN BY RESOLUTION APPROVED THE 11<sup>th</sup> DAY OF DECEMBER, 2019.

KATHA J. SCHWARTZ  
ATTEST:  
KATHA J. SCHWARTZ - CITY ADMINISTRATOR

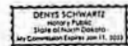
**APPROVAL OF CITY ENGINEER**  
I, GABRIEL J. SCHWARTZ, CITY ENGINEER OF THE CITY OF BISMARCK, NORTH DAKOTA, HEREBY APPROVE "MDU VERMONT AVENUE ADDITION", BISMARCK, NORTH DAKOTA AS SHOWN ON THE ANNEXED PLAT.

GABRIEL J. SCHWARTZ  
CITY ENGINEER

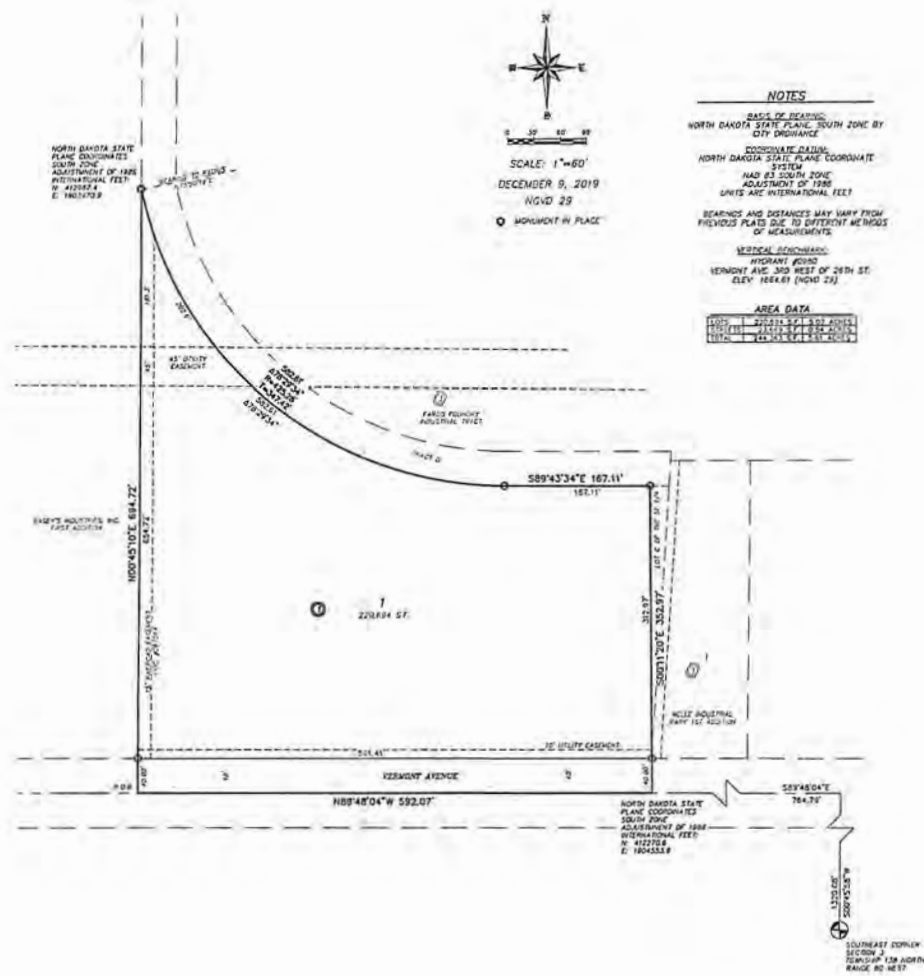
**OWNER'S CERTIFICATE & DEDICATION**  
KNOW ALL MEN BY THESE PRESENTS THAT MONTANA-DAKOTA UTILITIES CO., A DIVISION OF MDU RESOURCES GROUP, INC., BEING THE OWNER AND PROPRIETOR OF THE PROPERTY SHOWN HEREON HAS CAUSED THAT PORTION DESCRIBED HEREON TO BE SURVEYED AND PLATTED AS "MDU VERMONT AVENUE ADDITION", BISMARCK, NORTH DAKOTA, AND DO SO RE-DEDICATE STREETS AS SHOWN HEREON INCLUDING ALL SEWER, CULVERTS, WATER AND OTHER PUBLIC UTILITY LINES WHETHER SHOWN HEREON OR NOT TO THE PUBLIC USE FOREVER.  
THEY ALSO DEDICATE EASEMENTS TO THE CITY OF BISMARCK TO RUN WITH THE LAND, FOR GAS, ELECTRIC, TELEPHONE OR OTHER PUBLIC UTILITIES OR SERVICES ON OR UNDER THOSE CERTAIN STRIPS OF LAND DESIGNATED HEREON AS UTILITY EASEMENTS.

STATE OF NORTH DAKOTA )  
COUNTY OF BURLEIGH )  
JAY SKARSDAL VP, ELECTRIC SUPPLY  
MONTANA-DAKOTA UTILITIES COMPANY  
400 NORTH FOURTH STREET  
BISMARCK, ND 58501  
MONTANA-DAKOTA UTILITIES CO.  
A DIVISION OF MDU RESOURCES GROUP, INC.

ON THIS 10<sup>th</sup> DAY OF DECEMBER, 2019, BEFORE ME PERSONALLY APPEARED JAY SKARSDAL, VP, ELECTRIC SUPPLY OF MONTANA-DAKOTA UTILITIES CO., A DIVISION OF MDU RESOURCES GROUP, INC., KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING CERTIFICATE AND HE ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME.



DENNIS SCHWARTZ  
NOTARY PUBLIC  
BURLEIGH COUNTY, NORTH DAKOTA  
MY COMMISSION EXPIRES JAN 11, 2023







**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:** 1/3/2020  
**INVOICE #:** 01714  
**DUE DATE:** 1/17/2020  
**TOTAL DUE:** 12,775.69

**CUSTOMER ACCOUNT # :** 1017

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
McDowell Dam - December 2019	1.00		12,775.69
<i>David May</i>			
<b>TOTAL THIS INVOICE</b>			12,775.69

Please include account number with your payment.

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:** 1/3/2020  
**INVOICE #:** 01714  
**DUE DATE:** 1/17/2020  
**TOTAL DUE:** 12,775.69

**BURLEIGH COUNTY WATER RESOURCE DISTRICT  
McDowell Dam Monthly Billing**

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

**For The Month Ended December 31, 2019**

**Date Submitted: 1/3/2020**

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<b>Salaries &amp; Wages</b>	<b>\$ 5,182.46</b>
<b>Employer Payroll Taxes</b>	<b>396.46</b>
<b>Employee Pension &amp; Health/Life/Disability Benefits</b>	<b>1,931.75</b>
<b>Property &amp; Liability Insurance</b>	<b>-</b>
<b>General Expenses</b>	<b>2,709.88</b>
<b>Capital Equipment</b>	<b>-</b>
<b>Total Operational Expenses</b>	<b>10,220.55</b>
<b>Capital Improvement Expenses</b>	<b>-</b>
<b>Total Expenses</b>	<b>\$ 10,220.55</b>
<b>Administrative Fee</b>	
(25% of Operational Expenses)	<b>\$ 2,555.14</b>
(5% of Capital Improvement Expenses)	<b>-</b>
<b>Total Amount Requested</b>	<b>\$ 12,775.69</b>

  
Prepared By

\_\_\_\_\_  
Board Member

  
Title



# **McDowell Dam Monthly Billing**

**December-19**

## **Salaries & Wages**

Salaries - Full time	\$ 3,625.96	
Accrued Sick and Annual Leave Pay	-	
Wages - Part time	1,556.50	
Wages - Part time (Overtime)	-	
Total Salaries & Wages		\$ 5,182.46

## **Employer Payroll Taxes**

Social Security/Medicare	396.46	
Worker's Compensation - Paid Benefits	-	
Unemployment	-	
Total Employer Payroll Taxes		396.46

## **Employee Benefits**

Pension	377.10	
Job Service	-	
Health, Life, & Disability Insurance	1,554.65	
Total Employee Benefits		1,931.75

## **Property & Liability Insurance**

Total Property & Liability Insurance		-
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## **Operating Expenses**

Sanitary Systems	73.50	
Miscellaneous Supplies	92.93	
Repairs & Replacement	1,682.82	
Uniforms	79.85	
	1,929.10	

## **Utilities**

Electricity	437.06	
Garbage Removal	187.60	
Telephone	156.12	
Total Utilities	780.78	

Total General Expenses		2,709.88
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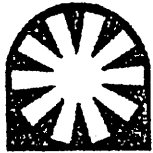
## **Capital Equipment**

Equipment over \$500	-	-
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## **Capital Improvements**

Capital Outlay	-	
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Total Expenses		\$ 10,220.55
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# Bismarck Parks and Recreation District

## Detail Report Account Detail

Date Range: 12/01/2019 - 12/30/2019

Account	Name					Beginning Balance	Total Activity	Ending Balance	
Fund: 01 - GENERAL FUND									
<u>01.12.000.510100</u>						FULL-TIME SALARIES	41,698.54	3,625.96	45,324.50
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance	
12/06/2019	PYPKT00509	PYPKT00509 - 2019-12		ROBINSON, DAVID H.:000415 - McDow			1,812.98	43,511.52	
12/20/2019	PYPKT00513	PYPKT00513 - 2019-12		ROBINSON, DAVID H.:000415 - McDow			1,812.98	45,324.50	
<u>01.12.000.510200</u>						PART-TIME SALARIES	44,401.35	1,556.50	45,957.85
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance	
12/06/2019	PYPKT00510	PYPKT00510 - 2019-12		JOHNSON, SETH M.:000217 - Operation			1,057.50	45,458.85	
12/06/2019	PYPKT00510	PYPKT00510 - 2019-12		OSHANYK, JAMES L.:000366 - Operation			124.00	45,582.85	
12/20/2019	PYPKT00514	PYPKT00514 - 2019-12		JOHNSON, SETH M.:000217 - Operation			375.00	45,957.85	
<u>01.12.000.520400</u>						SANITARY SYSTEMS	954.50	73.50	1,028.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance	
12/26/2019	APPKT01383	6639	200149	RENTAL PERIOD 11/05/19 - 12/02/19	0846 - SPIFFY BIFFS		73.50	1,028.00	
<u>01.12.000.530140</u>						MISCELLANEOUS SUPPLIES	4,831.13	92.93	4,924.06
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance	
12/10/2019	APPKT01386	193625	DFT0000638	POWER STRIP	0948 - US BANK - ONE CARD		10.98	4,842.11	
				Purchased From Vendor: 0428 - HARBOR FREIGHT TOOLS					
12/10/2019	APPKT01386	53113221	DFT0000638	SHOVEL, WIRE, MOUSE REPELLANT	0948 - US BANK - ONE CARD		50.96	4,893.07	
				Purchased From Vendor: 0785 - RUNNINGS SUPPLY INC					
12/10/2019	APPKT01386	53161731	DFT0000638	FUEL CAN	0948 - US BANK - ONE CARD		14.99	4,908.06	
				Purchased From Vendor: 0785 - RUNNINGS SUPPLY INC					
12/12/2019	APPKT01372	104959	200016	KEYS	0419 - GUARDIAN LOCK & SAFE CO.		16.00	4,924.06	



**Detail Report**

**Date Range: 12/01/2019 - 12/30/2019**

Account		Name				Beginning Balance	Total Activity	Ending Balance
<u>01.12.000.531400</u>		REPAIRS & REPLACEMENT				21,215.93	1,682.82	22,898.75
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/10/2019	APPKT01386	141321/22066	DFT0000638	METAL SHELF	0948 - US BANK - ONE CARD		5.00	21,220.93
Purchased From Vendor: 0668 - NORTH DAKOTA SURPLUS PROPERT								
12/10/2019	APPKT01386	194509	DFT0000638	BATTERY CHARGER	0948 - US BANK - ONE CARD		39.96	21,260.89
Purchased From Vendor: 0428 - HARBOR FREIGHT TOOLS								
12/10/2019	APPKT01386	53141181	DFT0000638	BATTERY CABLE ENDS	0948 - US BANK - ONE CARD		14.97	21,275.86
Purchased From Vendor: 0785 - RUNNINGS SUPPLY INC								
12/10/2019	APPKT01386	B10722/8	DFT0000638	MISC HARDWARE	0948 - US BANK - ONE CARD		16.08	21,291.94
Purchased From Vendor: 0562 - MAC'S HARDWARE								
12/10/2019	APPKT01386	S2566492.001	DFT0000638	PLUMBING PARTS	0948 - US BANK - ONE CARD		20.82	21,312.76
Purchased From Vendor: 0981 - WESTERN STEEL & PLUMBING, INC.								
12/11/2019	APPKT01371	34240-R	199958	RED RIVER REFRIGERATION Reversal	0757 - RED RIVER REFRIGERATION		-90.00	21,222.76
12/12/2019	APPKT01372	34240	200049	FREEZER REPAIR	0774 - RIVER CITY HEATING & AIR, REFRIGE		90.00	21,312.76
12/26/2019	APPKT01383	193561	200133	CIRCUIT	0617 - NAPA AUTO PARTS		10.99	21,323.75
12/26/2019	APPKT01383	44706	200122	UPGRADE ELECTRICAL PANEL	0550 - LILLIS ELECTRIC INC.		1,575.00	22,898.75
<u>01.12.000.531500</u>		UNIFORMS				260.16	79.85	340.01
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/10/2019	APPKT01386	369299743676242	DFT0000638	WORK SHIRTS	0948 - US BANK - ONE CARD		79.85	340.01
Purchased From Vendor: 0764 - RHI SUPPLY								
<u>01.12.000.540130</u>		ELECTRICITY				4,245.96	437.06	4,683.02
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/10/2019	APPKT01368	120519	199992	NOVEMBER 2019 BILLING PERIOD	0175 - CAPITAL ELECTRIC COOPERATIVE		437.06	4,683.02
<u>01.12.000.540140</u>		GARBAGE				1,628.73	187.60	1,816.33
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/10/2019	APPKT01386	6588939-0506-2	DFT0000638	OCTOBER 2019 TRASH COLLECTION	0948 - US BANK - ONE CARD		187.60	1,816.33
Purchased From Vendor: 0968 - WASTE MANAGEMENT OF ND								
<u>01.12.000.540160</u>		TELEPHONE				1,510.92	156.12	1,667.04
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/10/2019	APPKT01386	110119-MCDOWELL	DFT0000638	NOVEMBER 2019 PHONE, INTERNET	0948 - US BANK - ONE CARD		156.12	1,667.04
Purchased From Vendor: 0087 - BEK COMMUNICATIONS								

**Detail Report**

**Date Range: 12/01/2019 - 12/30/2019**

Account	Name	Beginning Balance	Total Activity	Ending Balance
<u>01.12.000.550100</u>	HEALTH INSURANCE	16,897.25	1,554.65	18,451.90

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/26/2019	APPKT01383	EINS-19-0127	200099	DECEMBER 2019 HEALTH BENEFITS	0209 - CITY OF BISMARCK		1,554.65	18,451.90

<b>Total Fund: 01 - GENERAL FUND:</b>	<b>Beginning Balance: 137,644.47</b>	<b>Total Activity: 9,446.99</b>	<b>Ending Balance: 147,091.46</b>
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<b>Grand Totals:</b>	<b>Beginning Balance: 137,644.47</b>	<b>Total Activity: 9,446.99</b>	<b>Ending Balance: 147,091.46</b>
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**Fund Summary**

Fund	Beginning Balance	Total Activity	Ending Balance
01 - GENERAL FUND	137,644.47	9,446.99	147,091.46
Grand Total:	137,644.47	9,446.99	147,091.46

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

January 01, 2020

Invoice #19720

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
12/10/2019 (910H) Numerous e-mail to/from Travis Johnson, Mike Gunsch of Houston Engineering with regard to the Masset pillar removal issue.	0.50 262.00/hr	131.00
(910H) Receipt and review of e-mail from Houston Engineering's Nic Cullen with regard to a proposed easement on the Meckler residence.	0.50 262.00/hr	131.00
12/11/2019 (312) Prepare for Board meeting; attend Board meeting.		1,000.00
(910H) Telephone call from Commissioner Jones with regard to States Attorney's review of District easements.	0.30 262.00/hr	78.60
12/12/2019 (904) Receipt and review of e-mail from Manager Landenberger with regard to Braun/McDowell Dam land lease; review file, amend lease agreement pursuant to James's suggested modifications, forward to James for his review.	1.00 262.00/hr	262.00
(904) Review the Aero Club and CAP Club leases and document histories; follow-up e-mail to James and Mike Gunsch with regard to status of the present Aero Club leasing arrangement.	1.50 262.00/hr	393.00
(910J) Review proposed State Water Commission cost share agreement with the District; follow-up telephone call to SWC Beth Nangare with regard to proposed modifications by the District.	1.00 262.00/hr	262.00
(910H) Review returned letters on Fox Island impediments; review file; follow-up e-mail to James and Dennis with regard to subsequent notice letters to be sent out on behalf of the District.	0.40 262.00/hr	104.80



	<u>Hrs/Rate</u>	<u>Amount</u>
12/13/2019 (312) Telephone call from Commissioner Jones with regard to District RFP's request for payment and Bliss Law Firm archive as to past RFPs, reply to Commissioner Jones.	0.50 262.00/hr	131.00
12/14/2019 (910H) Review of correspondence, e-mail correspondence to/from Fox Island landowners, Houston Engineering, and the Board; follow-up e-mail to Board Manager Landenberger with regard to the status of Fox Island matters.	0.50 262.00/hr	131.00
12/18/2019 (910J) Telephone call from Mike Gunsch with regard to Sibley Island status.	0.30 262.00/hr	78.60
(910H) Telephone call from Mike Gunsch with regard to Fox Island status.	0.20 262.00/hr	52.40
12/23/2019 (Stonegate) Telephone call from Mike Gunsch with regard to Stonegate covenants and project status; discussion of County Commission authority to promulgate and enforce groundwater-related development issues.	0.80 262.00/hr	209.60
12/27/2019 (Stonegate) Follow-up telephone call to Mike Gunsch with regard to subdivision matters, including Stonegate.	0.50 262.00/hr	131.00
12/31/2019 (910H) Review our previous correspondence with Fox Island landowners; draft new letters to appropriate landowners, forward to landowners via regular mail.	0.50 262.00/hr	131.00
For professional services rendered		<u>\$3,227.00</u>
Additional Charges :		
12/24/2019 Postage		0.50
Copying costs		33.75
Total additional charges		<u>\$34.25</u>
Total amount of this bill		<u>\$3,261.25</u>
Previous balance		\$4,069.24
Accounts receivable transactions		
12/11/2019 Payment - Thank You. Check No. 1777		<u>(\$4,069.24)</u>
Total payments and adjustments		<u>(\$4,069.24)</u>

	<u>Amount</u>
Balance due	<u>\$3,261.25</u>

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.



## Bliss Invoice Breakdown

General	McDowell	Fox Island	Misc	
1000	262	131	34.25	
262	393	131		
131		78.6		
78.6		104.8		
209.6		131		
131		52.4		
		131		
<hr/>				
1812.2	655	759.8	34.25	3261.25

INVOICE



HoustonEngineering Inc.

Remit to:

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

Phone: 701.237.5065

Fed Tax ID: 45-0314557

Interest of 1%/month applied to past due invoices

Burleigh County (ND) Water Resource District  
1720 Burnt Boat Drive, Suite 205  
Bismarck, ND 58503

December 31, 2019

Invoice No: 0046433

Due Date: January 30, 2020

Project R084241-0000 BCWRD - General Engineering Services

Email Invoices: [BCWRD@midco.net](mailto:BCWRD@midco.net) & [rdetwillerbcwr@gmail.com](mailto:rdetwillerbcwr@gmail.com)

BCWRD Project No.: 315 - Engineering Administration

See attached Project Status Report and Invoice Description.

Professional Services from November 24, 2019 to December 21, 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





HoustonEngineering Inc.

## Project Status and Invoice Description

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

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

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**Billing Period:** *November 24, 2019 Through December 21, 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:

- **December 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



**Houston Engineering Inc.**

**Remit to:**

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

Phone: 701.237.5065

Fed Tax ID: 45-0314557

Interest of 1%/month applied to past due invoices

Burleigh County (ND) Water Resource District  
1720 Burnt Boat Drive, Suite 205  
Bismarck, ND 58503

December 31, 2019

Invoice No: 0046434

Due Date: January 30, 2020

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 November 24, 2019 to December 21, 2019**

Phase 000 Burnt Creek Floodway Rehabilitation and O&M

**Professional Personnel**

	Hours	Rate	Amount	
Sr Project Manager	1.00	202.00	202.00	
Project Manager	2.00	184.00	368.00	
Totals	3.00		570.00	
<b>Total Labor</b>				<b>570.00</b>
		<b>Total this Phase</b>		<b>\$570.00</b>
		<b>Total this Invoice</b>		<b>\$570.00</b>



Houston Engineering Inc.

## Project Status and Invoice Description

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

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<b>HEI Project No.:</b>	<b>4241-0300</b>
<b>BCWRD Account No.</b>	<b>940 – Burnt Creek Rehabilitation</b>
<b>Project Name:</b>	<b>Burnt Creek Flood Control Project</b>

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**Billing Period:** *November 24, 2019 through December 21, 2019*

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

**Phase (000) Floodway Rehabilitation and O&M**

- Continued preparing a draft Operations and Maintenance Plan per the Board's request
- Discussion of prior operations during previous flood events and future operations

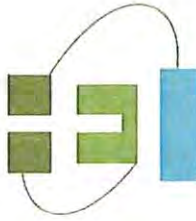
**Comments/Issues/Problems:**

- Internal review has just started, and remains to be completed
- Work continues to complete this effort – likely for February 2020 submittal to the Board

**Total Invoice                      \$ 570.00**

See accompanying invoice for personnel cost breakdown.



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

Phone: 701.237.5065

Fed Tax ID: 45-0314557

Interest of 1%/month applied to past due invoices

Burleigh County (ND) Water Resource District  
 1720 Burnt Boat Drive, Suite 205  
 Bismarck, ND 58503

December 31, 2019

Invoice No: 0046435

Due Date: January 30, 2020

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 November 24, 2019 to December 21, 2019

Phase	100	Regulatory and Easements
Task	001	Permitting and Regulatory

**Professional Personnel**

	Hours	Rate	Amount	
Project Engineer	1.50	168.00	252.00	
Engineer I	.75	121.00	90.75	
Totals	2.25		342.75	
<b>Total Labor</b>				<b>342.75</b>
		<b>Total this Task</b>		<b>\$342.75</b>

Task	005	Landowner Construction Issues - Extra
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**Professional Personnel**

	Hours	Rate	Amount	
Sr Project Manager	2.00	202.00	404.00	
Project Engineer	12.00	168.00	2,016.00	
Totals	14.00		2,420.00	
<b>Total Labor</b>				<b>2,420.00</b>

**Reimbursable Expenses**

Mileage			36.54	
<b>Total Reimbursables</b>			<b>36.54</b>	<b>36.54</b>

**Total this Task \$2,456.54****Total this Phase \$2,799.29**

Phase	410	CMS - Construction Contract Administration
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Task	002	Office Engineering Services
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Project	R106025-0006	Fox Island Flood Control	Invoice	0046435
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#### Professional Personnel

	Hours	Rate	Amount	
Project Engineer	6.50	168.00	1,092.00	
Totals	6.50		1,092.00	
<b>Total Labor</b>				<b>1,092.00</b>
		<b>Total this Task</b>		<b>\$1,092.00</b>
		<b>Total this Phase</b>		<b>\$1,092.00</b>

Phase	420	CMS - Field Engineering Services
Task	001	Construction Management Services

#### Professional Personnel

	Hours	Rate	Amount	
Project Engineer	2.50	168.00	420.00	
Land Surveyor II	1.00	139.00	139.00	
Totals	3.50		559.00	
<b>Total Labor</b>				<b>559.00</b>
		<b>Total this Task</b>		<b>\$559.00</b>
		<b>Total this Phase</b>		<b>\$559.00</b>

Phase	430	CMS - Construction Surveying
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#### Professional Personnel

	Hours	Rate	Amount	
Land Surveyor II	1.50	139.00	208.50	
Totals	1.50		208.50	
<b>Total Labor</b>				<b>208.50</b>

#### Unit Billing

(BSK) Mileage - Survey/Inspection	15.0 Miles @ 0.78	11.70	
<b>Total Units</b>		<b>11.70</b>	<b>11.70</b>
	<b>Total this Phase</b>		<b>\$220.20</b>

Phase	440	CMS - Project Closeout
Task	002	Final Change Order and Progress Payment

#### Professional Personnel

	Hours	Rate	Amount	
Sr Project Manager	1.75	202.00	353.50	
Totals	1.75		353.50	
<b>Total Labor</b>				<b>353.50</b>
		<b>Total this Task</b>		<b>\$353.50</b>

Task	003	Record Drawings
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#### Professional Personnel

	Hours	Rate	Amount	
Engineer II	12.00	134.00	1,608.00	
Sr Technician	6.75	121.00	816.75	
Totals	18.75		2,424.75	
<b>Total Labor</b>				<b>2,424.75</b>
		<b>Total this Task</b>		<b>\$2,424.75</b>

Project	R106025-0006	Fox Island Flood Control	Invoice	0046435
Total this Phase			\$2,778.25	
Phase	900	Clausnitzer Watercourse Relocation		
Task	001	Engineering Design adn Record Drawings		
Professional Personnel				
		Hours	Rate	Amount
Project Engineer		5.50	168.00	924.00
	Totals	5.50		924.00
	Total Labor			924.00
Unit Billing				
(BSK) Mileage - Truck		32.0 Miles @ 0.78	24.96	
	Total Units		24.96	24.96
Total this Task			\$948.96	
Total this Phase			\$948.96	
Total this Invoice			\$8,397.70	





HoustonEngineering Inc.

## Project Status and Invoice Description

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

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

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**Billing Period:** *November 24, 2019 through December 21, 2019*

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

### Tasks Completed:

- Landowner issues related to encroachments into the TWP ROW and the Project Easement have resulted in considerable time related to investigative on-site reviews, letters, consultations with Board and Legal Counsel, and a special board meeting for a determination on direction to proceed. These encroachments include the removal of several physical features and private irrigation systems.
- Continued coordination with landowners and easements related to construction activities.
- Continue determination of projected final costs and working toward a final bond amount.
- Construction management services have halted for the season, with some water level monitoring continuing.
- Clausnitzer outlet installation is complete, final site reclamation to be conducted in the spring.
- Continued working on the project record drawings and O&M Manual.

### Comments and Issues:

- Landowner issues continue to dominate construction related discussions. Services related to these issues are now on a time and materials basis.
- Some project features were not constructed due to high waters, and we are preparing a punch list of project items to be completed in 2020.

Phase (100) Regulatory and Easements (landowner issues)	\$ 2,799.29
Phase (410) CMS – Construction Contract Administration	\$ 1,092.00
Phase (420) CMS – Field Engineering Services	\$ 559.00
Phase (430) Construction Surveying	\$ 220.20
Phase (440) CMS Project Close Out	\$ 2,778.25
Phase (900) Clausnitzer Watercourse Relocation	\$ 948.96
<b>Total Invoice</b>	<b>\$ 8,397.70</b>

See accompanying invoice for personnel cost breakdown.

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

Phone: 701.237.5065

Fed Tax ID: 45-0314557

Interest of 1%/month applied to past due invoices

Burleigh County (ND) Water Resource District  
1720 Burnt Boat Drive, Suite 205  
Bismarck, ND 58503

December 31, 2019

Invoice No: 0046436

Due Date: January 30, 2020

Project R126025-0014 Sibley Island Flood Control Project FHMP

Work Order #18

See attached Project Status Report and Invoice Description.

**Professional Services through December 21, 2019**

Phase 102 Site Survey and Landowner Contacts

**Professional Personnel**

	Hours	Rate	Amount	
Two Person Crew	5.00	178.00	890.00	
Totals	5.00		890.00	
<b>Total Labor</b>				<b>890.00</b>

**Unit Billing**

(BSK) GPS Equipment Unit Hours	8.0 Hours @ 25.00	200.00	
(BSK) Mileage - Survey/Inspection	15.0 Miles @ 0.78	11.70	
<b>Total Units</b>		<b>211.70</b>	<b>211.70</b>
<b>Total this Phase</b>			<b>\$1,101.70</b>

Phase 103 Economic Evaluation

**Professional Personnel**

	Hours	Rate	Amount	
Sr Project Manager	.25	202.00	50.50	
Project Manager	3.00	184.00	552.00	
Totals	3.25		602.50	
<b>Total Labor</b>				<b>602.50</b>
<b>Total this Phase</b>			<b>\$602.50</b>	
<b>Total this Invoice</b>			<b>\$1,704.20</b>	



HoustonEngineering Inc.

## Project Status and Invoice Description

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

---

<b>HEI Project No.:</b>	<b>6025-0014</b>
<b>BCWRD Account No.</b>	<b>937 – Special Assessment Projects</b>
<b>Project Name:</b>	<b>Sibley Island Flood Control</b>

---

**Billing Period:** *November 24, 2019 through December 21, 2019*

Professional engineering and surveying services related to the activities associated with the Sibley Island Flood Control Project and Specific Authorization #28.

### Tasks Completed:

#### Phase 102 – Site Survey and Landowner Contacts

- Landowner contacts
- Survey of alignment is underway for earthen levee alternatives

#### Phase 103 – Economic Evaluation

- Considered available data and approach to projecting flood impacts/damages
- Apple Creek inundation mapping and issues under review.

### Comments and Issues:

- Issues with identified breakout flows from Apple Creek will impact the project alignment along the Township roadways and areas included in the special assessment district. Coordination is ongoing with the NDSWC regarding future DFIRM mapping and how it will impact project configuration.

Phase 102 – Site Survey and Landowner Contacts	\$ 1,101.70
Phase 103 – Economic Evaluation	\$ 602.50
<b>Total Invoice</b>	<b>\$ 1,704.20</b>

See accompanying invoice for personnel cost breakdown.



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

Phone: 701.237.5065

Fed Tax ID: 45-0314557

Interest of 1%/month applied to past due invoices

Burleigh County (ND) Water Resource District  
1720 Burnt Boat Drive, Suite 205  
Bismarck, ND 58503

December 31, 2019

Invoice No: 0046437

Due Date: January 30, 2020

Project R146025-0019 Burleigh County WRD SWMP's

BCWRD Account No.: 910

See attached Project Status Report and Invoice Description.

Professional Services from November 24, 2019 to December 21, 2019

Phase 001 BCWRD SWMP's General

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
GIS Analyst III	2.75	121.00	332.75	
Sr Project Manager	3.25	202.00	656.50	
Project Manager	1.50	184.00	276.00	
Totals	7.50		1,265.25	
<b>Total Labor</b>				<b>1,265.25</b>
		<b>Total this Phase</b>		<b>\$1,265.25</b>
		<b>Total this Invoice</b>		<b>\$1,265.25</b>



HoustonEngineering Inc.

## Project Status and Invoice Description

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

---

<b>HEI Project No.:</b>	<b>6025-0019</b>
<b>BCWRD Account No.</b>	<b>910 Shared Projects</b>
<b>Project Name:</b>	<b>Storm Water Management Plans</b>

---

**Billing Period:** *November 24, 2019 through December 21, 2019*

Professional engineering services related to evaluating the Stonegate Subdivision Stormwater Management Plan submitted to the Burleigh County Highway Department (BCHD). This SWMP review is associated with a request from the BCHD to provide an independent review of the submittal and provide insight as to stormwater and other jurisdictional/regulatory issues.

- This invoice includes only the initial time related to a third review of a revised SWMP – December 9, 2019.
- The SWMP was revised based on comments provided by the BCWRD and BCHD, however not all issues have been addressed as part of their updated SWMP and PUD submittal. Therefore, elements remain to be adequately considered.
- Contacts with County Engineer and others related to Groundwater issues and concerns. A further review of groundwater issues and soils determinations remain to be completed.

**Comments:**

- No action on this SMWP is necessary by the BCWRD. The new higher density plat layout is effectively an urban density in a rural residential development.
- The Burleigh County Planning Commission has reviewed and expressed reservations on the PUD. A future meeting with expanded public input is to be conducted in 2020.
- A means to reasonably predict groundwater issues within existing and future development areas is under review, as there has been considerable discussion as to what this or a future ordinance might include or require.

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

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

Phone: 701.237.5065

Fed Tax ID: 45-0314557

Interest of 1%/month applied to past due invoices

Burleigh County (ND) Water Resource District  
1720 Burnt Boat Drive, Suite 205  
Bismarck, ND 58503

December 31, 2019

Invoice No: 0046438

Due Date: January 30, 2020

Project R006025-0028 Missouri River Revetments GIS

See attached Project Status Report and Invoice Description.

**Professional Services from November 24, 2019 to December 21, 2019**

Phase 001 Records Research

**Professional Personnel**

	Hours	Rate	Amount	
Sr Project Manager	.25	202.00	50.50	
Totals	.25		50.50	
<b>Total Labor</b>				<b>50.50</b>
		<b>Total this Phase</b>		<b>\$50.50</b>

Phase 002 GIS Development

**Professional Personnel**

	Hours	Rate	Amount	
Engineer II	2.50	134.00	335.00	
Engineer I	9.75	121.00	1,179.75	
Totals	12.25		1,514.75	
<b>Total Labor</b>				<b>1,514.75</b>
		<b>Total this Phase</b>		<b>\$1,514.75</b>
		<b>Total this Invoice</b>		<b>\$1,565.25</b>





HoustonEngineering Inc.

## Project Status and Invoice Description

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

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<b>HEI Project No.:</b>	<b>6025-0028</b>
<b>BCWRD Account No.</b>	<b>937</b>
<b>Project Name:</b>	<b>Missouri River Bank Stabilization</b>

---

**Billing Period:** *November 24, 2019 through December 21, 2019*

Professional engineering and surveying services related to Missouri Riverbank Stabilization GIS documentation for federal revetments installed under the Garrison-Oahe and Section 32 Programs.

### Tasks Completed:

#### *Bank Stabilization Agreements and Easements*

- Continue records research on USACE documents and easements
- Update GIS attributes to include in the effort
- Locate and incorporated Ordinary High Water Mark (OHWM) information where available

### Comments and Issues

- Work is in the early stages, so will be some time before a formal product is provided for review.
- Next step is to convert AutoCAD information to populate GIS shape files
- Spring 2020 timeline remains on schedule for completion

Records Research	\$ 50.50
GIS Development	\$ 1,514.75
<b>Total Invoice</b>	<b>\$ 1,565.25</b>

See accompanying invoice for personnel cost breakdown.

1720 Burnt Boat Dr Ste 205  
Bismarck, ND 58503

Date	Invoice #
12/31/2019	6406

Bill To
BCWRD

Description	Amount
Administrative/Management Fees	1,500.00
Bookkeeping	375.00
General	412.50
Storage Rent	125.00
Photocopies	8.90
Printing - Color	26.60
Presort Plus - postage	11.53
Total	\$2,459.53



P.O. Box 309 | Garrison, North Dakota | 58540 | friends@lakesakakawea.com | www.lakesakakawea.com

December 5, 2019

Dear Friend,

*How many hours have you spent taking in the pleasures of Lake Sakakawea? How many memories have you made with friends and loved ones along the shores or on the waters of Lake Sakakawea? What does Lake Sakakawea mean to you?*

Every person has different answers to these three questions. But each one of us shares this same sentiment: *Lake Sakakawea is special.*

**More Than Just Another Body of Water:** Lake Sakakawea is the *second largest man-made lake in the United States*. It's a place that provides *outstanding recreation, world-class fishing, and special memory-making*. It's the source of clean drinking water for thousands of North Dakotans. It's the *lifeblood for hundreds of small businesses*. It's a centerpiece of North Dakota's tourism sector. And it's worth protecting and improving.

**Making Our Great Lake Even Better:** For more than 20 years, the Friends of Lake Sakakawea have been advocating for our lake. Pushing for sensible management, defending access, and working to keep it clean. We've also invested in bettering the lake by providing tens of thousands of dollars in improvements from boat ramps to children's parks to camping areas and providing financial assistance to lake area first-responders.

In this season of thanksgiving, we thank our friends – *both old and new* – who have made our work possible. And we invite you to affirm – or reaffirm – your annual support for our mission to make a great lake better. This year, *we're introducing three new* completely tax-deductible membership levels:

- Good Friend – Individual Membership: \$50
- Great Friend – Family Membership: \$100 *past contribution level*
- Best Friend – Business Membership: \$300

**New Lifetime Membership Opportunity – Praiseworthy Friend:** We are also introducing our new Praiseworthy Friend Lifetime Membership level of \$1,805. This amount recognizes Lake Sakakawea's lowest ever lake level and **our organization's singular commitment to not return to those days when Lake Sakakawea was sacrificed and abandoned.** *Lifetime memberships will be invested into a special fund where the interest income will finance our 'Gifts for Greatness' and other special projects.*

Your membership – *your friendship* – will help us continue our work to keep Lake Sakakawea full and clean so you and those you hold dear can continue making memories and enjoying everything our lake has to offer. For this, we can all be very thankful.

In friendship,

Terry Fleck, President  
Friends of Lake Sakakawea



**Make an investment in making a good lake great!**

Membership dues are tax deductible. We have a 501(c)3 designation. (Individual, Family, and Business good through 12/31/20)



P.O. Box 309  
Garrison, ND 58540

Name BCWRD (Burleigh County Water Resource District)

Address 1720 Burnt Boat Dr. Ste. 205

City, State, Zip, Bismarck, ND 58503

Telephone 701-222-3499

Email\* bcwrd @ midco.net

- ☒ Good Friend - Individual Membership \$50
- ☒ Great Friend - Family Membership \$100
- ☐ Best Friend - Business Membership \$300
- ☐ Praiseworthy Friend -
- ☐ Lifetime Membership \$1,805



\*Please provide us this information as it allows us to send you E-Newsletters to keep you on the cutting edge of Missouri River System issues.



TO: Dennis Reep  
Burleigh County Water Resource District  
2213 East Ave. F  
Bismarck, ND 58501

RE: Annual Joint 2019 Water Convention

INVOICE	DATE	INVOICE #
	1/2/20	1620
DESCRIPTION	AMOUNT	
N.D. Water Resource Districts Association Board of Directors Breakfast Meeting	\$133.81	
Thank You!!!	TOTAL	\$133.81

**Please make checks payable to: ND Water Users Association**

North Dakota Water Users Association  
PO Box 2254  
Bismarck, ND 58502  
Telephone: (701) 223-4615  
Fax: (701) 223-4645







701-223-4615  
701-223-4645 (Fax)

PO Box 2254 • Bismarck, ND 58502-2254

January 2, 2020

Dennis Reep  
Burleigh County Water Resource District  
2213 East Ave. F  
Bismarck, ND 58501

Wade Bachmeier  
Morton County Water Resource District  
8028 Willow Road NE  
Mandan, ND 58554

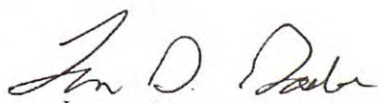
Dear Dennis and Wade:

On behalf of the North Dakota Water Users Association we would like to thank you for sponsoring the North Dakota Water Resource Districts Board of Directors breakfast meeting on Wednesday, December 4.

We are grateful for your generous contribution. The total bill comes to \$267.62, and this amount is divided equally among the two Water Resource Districts. Enclosed is a copy of the hotel invoice. Thus, the amount to be reimbursed by each district to the North Dakota Water Users Association is \$133.81.

Again, we thank you for your support!

Sincerely,

  
Lance Gaebe  
Executive Vice President

  
Julie Ellingson  
Events Director



# Missouri River Joint Water Board

Wade Bachmeier, Chairman  
8028 Willow Road N, Mandan, ND 58554  
Phone # 701-400-4251

Greg Lange, Secretary/Treasurer  
P.O. Box 488, Hazen, ND 58545  
Phone # 701-748-2206

---

January 1, 2020

To: All members  
Re: **MRJWB Dues for 2020**  
From: Greg Lange, Secretary/Treasure

Your MRJWB Dues for 2020

\$1400.00

Please send to me at the address below.

Sincerely,

*Greg Lange*

Gregory L. Lange, Secretary/Treasurer  
610 Sudbury Avenue  
Bismarck ND 58503

# North Dakota Water Resource Districts Association

JACK P. DWYER, EXECUTIVE SECRETARY  
701-730-5469 (c) • jack@ndwaterlaw.com  
P.O. Box 2254 • Bismarck, North Dakota 58502  
701-223-4615 (o) • staff@ndwater.net

December 10, 2019

TO: North Dakota Water Resource Districts  
FROM: Dan Jacobson, President  
RE: 2020 Annual Membership Dues

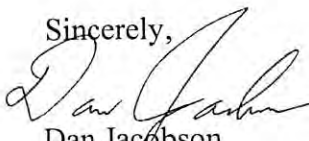
This is your statement for 2020 membership in the ND Water Resource Districts Association. Your continued support is greatly appreciated. We will continue to support water resource districts and promote water management as effectively as possible. Please pay your dues to both the Water Resource Districts Association and the Water Users Association. We have an excellent partnership with the North Dakota Water Users, and both organizations are vital to accomplish our mutual goals.

After the 2019 legislative session, we realized that we must continue with our legislative effort. So we can provide the legislative support that we need to protect our interests, our effectiveness, our ability to manage water at the local level, and our reputation. Water managers are dedicated local public servants, and often times the work is difficult and the appreciation is limited. We need to make sure our voice is heard vigorously during legislative sessions. Thank you for continuing your participation in the ND Water Resource Districts Association.

## North Dakota Water Resource Districts Association Dues: For Calendar Year 2020

1. Amount ..... \$675.00
2. Payable to: ND Water Resource Districts Association  
PO Box 2254  
Bismarck, ND 58502-2254

**Please send us the name, address, phone number, and email of all Managers, Secretaries, and Attorneys, and identify which Manager is Chairman.** We need all current addresses as many have changed due to the implementation of the 911 emergency service addresses. This will ensure that our mailing list is up-to-date so that all water managers receive our mailings. Please provide e-mail addresses to help in our efforts to communicate. Please return this information with your dues. Thank you.

Sincerely,  
  
Dan Jacobson  
President





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

Date: January 03, 2020  
Invoice #: 0000001028  
Terms: Net

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

**Total Due: \$350.00**

---

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 2020 Payroll Processing	\$125.00	\$125.00
4th Quarter Payroll Report Completion	\$150.00	\$150.00
940 Annual Report Completion	\$75.00	\$75.00
<b>Total:</b>		<b>\$350.00</b>

Thank you for your business!

## 1720 Burnt Boat Drive, Suite 205, Bismarck, ND 58503

Claimants Name:	Dennis W. Reep	Position:	Vice-Chairman
Claimants Address:	2213 East Ave F, Bismarck, ND 58501	Date Rendered:	27-Dec-19

[illegible]

## Reimbursement

I DO HEREBY CERTIFY THAT THE WITHIN BILL, CLAIM, ACCOUNT OR DEMAND IS JUST AND TRUE; THAT THE MONEY HEREIN CHARGED WAS ACTUALLY PAID FOR THE PURPOSE HEREIN STATED; THAT THE SERVICES HEREIN CHARGED WERE ACTUALLY RENDERED AND OF THE VALUE THEREIN CHARGED, AND THAT NO PART OF SUCH BILL, CLAIM, ACCOUNT, OR DEMAND HAS BEEN PAID, AND THAT THE GOODS HEREIN CHARGED WERE ACTUALLY DELIVERED AND WERE OF THE VALUE CHARGED.

I CERTIFY THAT THE ABOVE CLAIM IS CORRECT AND THAT THE GOODS WERE RECEIVED OR SERVICES PERFORMED.

Dennis W. Reep

Vice-Chairman

Sign Here

Firm or Company

RECEIPT

Date December 1, 2019

From Burleigh County WRD

Two hundred and no/100 Dollars

For Full Registration for Dennis Reep

\$ 200



**1720 Burnt Boat Drive, Suite 205 – Bismarck, ND 58503**

Item	Date	Materials Provided or Services Rendered				Hours	Mileage	Misc	Per Diem	Total
	10-9-19	BCWRD October Meeting								\$135.00
	10-19	October Treas Adj								\$67.50
	10-29-19	Conf Call Re: Fox Island – Encroachments				1				\$45.00
	11-13-19	BCWRD November Meeting								\$135.00
	11-19	November Treas Adj								\$67.50
	11-14-19	Meeting – Kathleen J and Burleigh County Hiway Dept				1				\$45.00
	11-18-19	Conference Call Re: Removal of obstructions Fox Island				1				\$45.00
	11-20-19	Meeting with Greg Larson Re: RFP's				1				\$45.00
	12-4-19	Joint Water Convention Meeting Bismarck (Day)								\$135.00
	11-5-19	Joint Water Convention Meeting Bismarck (Day)								\$135.00
	11-4-19	Joint Water Convention Registration (Receipt Attached)						\$225.00		\$225.00
	12-11-19	December Meeting								\$135.00
	12-19	December Treas Adj								\$67.50
	12-23-19	Complete NDIRF Bond Application form and submit				2				\$90.00
						Total Hours	Total Miles	Total Misc		
						0	0	0		
						\$ -	\$ -			\$1372.50

ng Book Page 52  
payroll only 1147.<sup>50</sup>



**56<sup>th</sup> Annual Joint North Dakota  
Water Convention  
& Irrigation Expo**  
December 4-5, 2019

**ON-SITE REGISTRATION FORM**

Name(s) RICK DEWILDER  
 Representing BUNNICK JR. IRRIG  
 Address 1301 HARRISON DR  
 City BISMARCK State ND Zip 58101

**Registration Charges:**

☒ **Full Registration**.....\$225.00 225  
 (Includes speakers, panels, irrigation workshop, entertainment,  
 & social hours; and **ALL MEALS**)  
☐ **Registration Only**.....\$150.00  
 (Includes speakers, panels, irrigation workshop, entertainment,  
 & social hours; **does not include meals**)  
☐ **Opening Luncheon** (Dec. 4).....\$ 20.00  
☐ **Western Party** (Dec. 4).....\$ 25.00  
 (Includes social hour, meal, and entertainment)  
☐ **Prayer Breakfast** (Dec. 5).....\$ 10.00  
☐ **Buffet Lunch** (Dec. 5).....\$ 15.00  
☐ **Awards Banquet** (Dec. 5).....\$ 30.00  
 (Includes social hour, meal, and entertainment)  
☐ **Irrigation Workshop** (Dec. 5).....\$ 30.00  
 (Includes lunch)  
☐ **Other** (Specify \_\_\_\_\_).....\$ \_\_\_\_\_

Received by mk for North Dakota Water Users Association.

PAID 225

(Yellow copy is your receipt)

Claimants Name:	Greg Larson	Position:	Manager/Chairman
Claimants Address:	2525 Larson Rd., Bismarck, ND 58504		4th Quarter 2019

DO HEREBY CERTIFY THAT THE WITHIN BILL, CLAIM, ACCOUNT OR DEMAND IS JUST AND TRUE; THAT THE MONEY HEREIN CHARGED WAS ACTUALLY PAID FOR THE PURPOSE HEREIN STATED; THAT THE SERVICES HEREIN CHARGED WERE ACTUALLY RENDERED AND OF THE VALUE THEREIN CHARGED, AND THAT NO PART OF SUCH BILL, CLAIM, ACCOUNT, OR DEMAND HAS BEEN PAID, AND THAT THE GOODS HEREIN CHARGED WERE ACTUALLY DELIVERED AND WERE OF THE VALUE CHARGED.

RECEIVED OR SERVICES PERFORMED.

Greg Larson

Board Member

Jan 2020 BCWRD Briefing Book Page 94



## 1720 Burnt Boat Drive, Suite 205 – Bismarck, ND 58503

[illegible]

Jan 2020 BCWRD Briefing Book Page 95

# BURLEIGH COUNTY WATER RESOURCE DISTRICT

1811 E. Thayer Avenue, Bismarck, ND 58501

Name:  
Address:

Rebeck Beck  
1983 Billings Dr. Bismarck ND

Position:  
Date  
Rendered:

Manager

Date	Materials Provided or Services Rendered	Hours	Mileage	Misc	Per Diem	Total
10-7	Met with Mike G to go over complaints to be addressed @ Meek	1				45 <sup>00</sup>
11-4	Phone discussions Com. Jones & Mike called Dave Schmitt Lincoln	1				45 <sup>00</sup>
11-5	Inspected drainage Lincoln and visited with Dave Schmitt	1.5				67 <sup>50</sup>
11-13	Board Meeting Nov	3				135
11-18	Registration 56 <sup>th</sup> Joint Water Meeting			200 <sup>00</sup> Reimbursed		
11-15	Discussions Mike D'Joyce & Mike on surveying Sibley Island	1/2				22 <sup>50</sup>
11-18	Trevi's Johnson & I met with D'Joyce on possible levy alignments - Meeting Fort Talcott	3				135
11-19	Meeting County Shop (Stoughton st.)	3				135
12-3	56 <sup>th</sup> Annual Water Convention	2				90
12-4	56 <sup>th</sup> Annual Water Convention	3				135
12-5	56 <sup>th</sup> Annual Water Convention	3				135
12-11	Monthly Meeting					135
12-20	Meeting - Houston City Water Commis & County Highway - Apple Creek, Hwy Creek & Missouri River Hydrologic Coordination L.F.W.R. Fed. Proj.	2				90
10-9	Oct. meeting - reg.	3				135
		Total Hours	Total Miles	Total Misc		
		0	0	0		
		\$ -	\$ -	200 <sup>00</sup>		\$1505

HEREBY CERTIFY THAT THE WITHIN BILL, CLAIM, ACCOUNT OR DEMAND IS JUST AND TRUE; THAT THE MONEY HEREIN CHARGED WAS ACTUALLY PAID FOR THE PURPOSE IN STATED; THAT THE SERVICES HEREIN CHARGED WERE ACTUALLY RENDERED AND OF THE VALUE THEREIN CHARGED, AND THAT NO PART OF SUCH BILL, CLAIM, ACCOUNT, OR DEMAND HAS BEEN PAID, AND THAT THE GOODS HEREIN CHARGED WERE ACTUALLY DELIVERED AND WERE OF THE VALUE CHARGED.

TIFY THAT THE ABOVE CLAIM IS CORRECT AND THAT THE GOODS WERE RECEIVED OR SERVICES RENDERED.

Rebeck Beck  
Sign Here

Board Member

Firm or Company

RODNEY L BECK  
ROBERTA G BECK  
1983 BILLINGS DR.  
BISMARCK, ND 58504-7255

77-1076  
913 27

6134

DATE 11-11-2019

PAY TO North Dakota Water User Assoc. \$ 200.00  
THE ORDER OF  
two hundred and no/100

DOLLARS



Security Features  
Included  
Details on Back

Starion  
BANK

Telephone 701-250-1500  
1000 S. Washington  
Bismarck, North Dakota 58504

MEMO 56th Ann Water Meeting

Rodney Beck

MP

⑆091310767⑆ 27234720⑈ 6134

SPECIALTY BLUE

56th Annual Joint Water Convention

RECEIPT

Date December 1, 2019

From Burleigh County WRD

Two hundred and no/100 Dollars

For Full Registration for Rodney Beck

\$ 200



# *Overflowing with Possibilities*

56<sup>th</sup> Annual Joint North Dakota & Upper Missouri Water Convention & Irrigation Workshop

Ramkota Hotel, Bismarck

December 4-5, 2019

## ADVANCE REGISTRATION FORM

Name(s) Rodney Beck, PE

Representing Burleigh County Water Resource E-mail rrbeck54@bis.mn.net

Address 1983 Billings

City Bismarck State ND Zip 58504 Phone (701) 220-5313

Please indicate the number attending for each event:

	#	Cost	Total
Full Registration includes convention program, Irrigation Workshop plus ALL MEALS, speakers, panels, entertainment, social hours and breaks	<input checked="" type="checkbox"/>	\$200.00	\$ <u>200.00</u>
Full Registration after Nov. 25	<input type="checkbox"/>	\$225.00	\$ _____
Registration Only includes convention program/Irrigation Workshop plus speakers, panels, entertainment, social hours and breaks - DOES NOT INCLUDE MEALS	<input type="checkbox"/>	\$125.00	\$ _____
Registration Only after Nov. 25	<input type="checkbox"/>	\$150.00	\$ _____
<b>Extra meal tickets may be purchased:</b>			
Opening Luncheon (Dec. 4)	<input type="checkbox"/>	\$20.00	\$ _____
Western Party (Dec. 4)	<input type="checkbox"/>	\$25.00	\$ _____
Prayer Breakfast (Dec. 5)	<input type="checkbox"/>	\$10.00	\$ _____
Buffet Luncheon (Dec. 5)	<input type="checkbox"/>	\$15.00	\$ _____
Awards Banquet (Dec. 5)	<input type="checkbox"/>	\$30.00	\$ _____
	<input type="checkbox"/>	Totals	\$ _____

11-11-2019  
H 6/34

Irrigation Workshop Only		
Irrigation Workshop, Dec. 5 (includes lunch)	\$30.00	\$ _____
Name _____		

Send completed form and check to:

North Dakota Water Users Association  
PO Box 2254, Bismarck, ND 58502  
Phone: 701-223-4615 Fax: 701-223-4645  
E-mail: jellingson@ndwater.net

**Cancellation Policy:** When you register for the convention, we make arrangements for your participation. By registering to attend the event, you are complying with the cancellation policy. If you need to cancel your registration, the following cancellation policy will be applied. A \$40 administrative fee will be charged on all registration refund requests received, on or before Nov. 27. There will be no refunds for cancellations received after Nov. 27.

**Hotel Reservations:** A block of rooms has been reserved for Dec. 3-5 at the Ramkota Hotel. Reserve your room(s) by calling 701-258-7700 (\$109 per night, N.D. Water Users block), by Nov. 25.

An overflow block of rooms has also been reserved at the EverSpring Inn & Suites (701-222-2900) for \$86.40 per night and Expressway Suites (701-222-3311) for \$86.40 per night. These rooms are reserved under the N.D. Water Convention block. Please reserve these rooms by Nov. 20.

**From:** Wendy Egli <wendy@fppayroll.com>  
**Sent:** Friday, January 3, 2020 2:45 PM  
**To:** bcwrd@midco.net; Mona Livdahl  
**Subject:** Quarterlies and Payroll  
**Attachments:** 01.03.20 BCW Payroll, Quarterly Reports, and 940.pdf; 941.pdf; 940.pdf; 4th Quarter SUTA.pdf; State Withholding.pdf

Hello Mona/Tracie,

I have completed all 4th quarter reports for Burleigh County Water Resource District, along with the 1<sup>st</sup> payroll of 2020. I am attaching the following:

1. Invoice for completion of 4<sup>th</sup> quarter 2019 reports and completion of 1<sup>st</sup> quarter 2020 payroll.

2. 941 for 2019. Please sign and date on the second page (Part 5) and mail to:

Department of the Treasury  
Internal Revenue Service  
Ogden, UT 84201-0005

No money needs to be mailed with this return. \$860.62 will be automatically deducted from your bank account ending in \*0484 on January 31, 2020.

3. 940 for 2019. Please sign and date on the second page (Part 7) and mail to:

Department of the Treasury  
Internal Revenue Service  
Ogden, UT 84201-0046

No Money needs to be mailed with this return. \$132.84 will be automatically deducted from your bank account ending in \*0484 on January 31, 2020.

4. Job Service Employer's Contribution and Wage Report. This is just for your records, it was filed online and no money needs to be sent. \$8.44 will be automatically deducted from your bank account ending in \*0484 on January 31, 2020.
5. Form 306 Income Tax Withholding Return. This is just for your records, it was filed online and no money needs to be sent. There was no withholding, so no money is due.
6. Payroll checks are ready to be printed in Quickbooks.

If you have any questions, please feel free to contact me.

Have a great day,

Wendy Egli

Accountant  
Certified Quickbooks ProAdvisor  
Fronteer Payroll Services

UNITED STATES DEPARTMENT OF THE INTERIOR  
DOWN PAYMENT (BILL) REQUEST

Make Remittance Payable To: U.S. Geological Survey  
Billing Contact: Jen Bednar, AO Phone: 605-394-3200

Bill #: 90749613  
Customer: 6000000113  
Date: 08/30/2019  
Due Date: 10/29/2019

Remit Payment To: United States Geological Survey  
P.O. Box 6200-27  
Portland, OR 97228-6200

Payer: BURLEIGH COUNTY WR DIST  
P O BOX 5518  
CHAIRMAN  
BISMARCK ND 58502-5518

Additional forms of payment may be accepted. Please email GS-A-HQ\_RMS@USGS.GOV or call 703-648-7683 for additional information.

To pay through Pay.gov go to <https://www.pay.gov>.

Checks must be made payable to U.S. Geological Survey. Please detach the top portion or include bill number on all remittances.

Amount of Payment: \$ \_\_\_\_\_

Date	Description	Qty	Unit Price		Amount
			Cost	Per	
08/30/2019	For operation and maintenance of the Apple Creek near Menoken gage for the period of October 1, 2018 to September 30, 2019.  This billing is for the period of October 1, 2018 to September 30, 2019 - bill no. 1 of 1. 19NTJFAND0034	1	5,880.00	1	5,880.00

Amount Due this Bill: 5,880.00

Accounting Classification:

Sales Order: 79121  
Sales Office: GENT  
Customer: 6000000113  
Accounting #: 10578126

TIN: \*\*\*\*\*2204



Form 9-1366  
(May 2018)

U.S. Department of the Interior  
U.S. Geological Survey  
Joint Funding Agreement  
FOR  
Water Resource Investigations

86526  
Customer #: 6000000113  
Agreement #: 20NTJFAND0003  
Project #: NT00GT1 1ND Z1  
TIN #: 45-6002204

Fixed Cost Agreement YES[ X ] NO[ ]

THIS AGREEMENT is entered into as of the October 1, 2019, by the U.S. GEOLOGICAL SURVEY, Dakota Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the Burleigh County Water Resource District party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation for the Water Resource Investigations project for operation and maintenance of the Apple Creek near Menoken gage, herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00

- (a) \$0 by the party of the first part during the period  
October 1, 2019 to September 30, 2020
- (b) \$5,880 by the party of the second part during the period  
October 1, 2019 to September 30, 2020
- (c) Contributions are provided by the party of the first part through other USGS regional or national programs,  
in the amount of: \$11,610

Description of the USGS regional/national program: Federal Priority Streamgage funding upon availability

- (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be  
determined by mutual agreement and set forth in an exchange of letters between the parties.
- (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters  
between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-science-practices>).

Form 9-1366  
(May 2018)

U.S. Department of the Interior  
U.S. Geological Survey  
Joint Funding Agreement  
FOR  
Water Resource Investigations

Customer #: 6000000113  
Agreement #: 20NTJFAND0003  
Project #: NT00GT1 1ND Z1  
TIN #: 45-6002204

9. Billing for this agreement will be rendered annually. Invoices not paid within 60 days from the billing date will bear Interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

USGS Technical Point of Contact

Name: Christopher Laveau  
Supervisory Hydrologist  
Address: 4575 32nd Ave. S. Suite 6  
Grand Forks, ND 58201  
Telephone: (701) 775-7221  
Fax: (701) 775-1114  
Email: cdlaveau@usgs.gov

Customer Technical Point of Contact

Name: Greg Larson  
Chairman  
Address: 1720 Burnt Boat Drive Suite 205  
Bismarck, North Dakota 58503  
Telephone: (701) 223-6654  
Fax:  
Email: ~~glarson@century21morrison.com~~  
*bcwrd@midco.net*

USGS Billing Point of Contact

Name: Sheri Meier  
Budget Analyst  
Address: 1608 Mountain View Road  
Rapid City, SD 57702  
Telephone: (605) 394-3210  
Fax: (605) 355-4523  
Email: smeier@usgs.gov

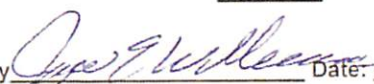
Customer Billing Point of Contact

Name: Mona Livdahl  
Administrative Secretary  
Address: 1720 Burnt Boat Drive, Suite 205  
Bismarck, North Dakota 58503  
Telephone: (701) 222-3499  
Fax:  
Email: ~~mona@bis-midco.net~~  
*bcwrd@midco.net*

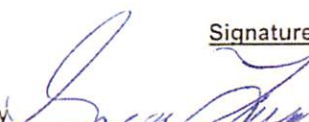
U.S. Geological Survey  
United States  
Department of Interior

Burleigh County Water Resource District

Signature

By  Date: 08/09/2019  
Name: Joyce E. Williamson  
Title: Director

Signatures

By  Date: 8/14/19  
Name: *Greg Larson*  
Title: *Chairman*

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

Agenda Items	Discussion	Board Action	Responsible Party	Due Date
	this has taken. It was noted that we have been waiting since March for a signature from the SWC.			
<b>Burnt Creek:</b>			HEI/Reep	
<b>Postcard for no dumping:</b>	The postcards have gone out and we have been receiving calls. Karen Hogue asked for another sign to be placed at the entrance to her property.	The sign has been ordered.	Jones/HEI/Reep	
<b>Material Removal:</b>	Travis from Houston Engineering received a quote to get the debris removed, it was from Prairie View Landscaping in the amount of \$1,798.00	<b>Mgr. Reep moved to approve the quote from Prairie View Landscaping as well as the sign purchase Landenberger seconded. Motion carried.</b>		11/14/18
<b>Annual Assessment District update:</b>	Discussed the assessments that need to be done yearly.	<b>Mgr. Reep moved to approve the assessment amount, Mgr. Detwiller seconded. Motion Carried.</b> Commissioner Jones will give a copy to Kevin Glatt, County Assessor.	HEI	10/10/18
<b>Sibley Island Technical Memorandum:</b>	Steve Isles was present and asked for an update on a notice to send to the residents. Discussed holding a public information meeting prior to sending out the notices in November, noted all board members do not need to attend. They currently have approx. 108 residents not including Briardale.	Discussed inviting Bismarck Parks and Rec, State Parks and Rec, COE and SWC as well as legislative contingencies. Consensus to get this set up in November.	Beck, Larson, HEI	
<b>Missouri River Bank Stabilization Mapping and Inventory:</b>	Commissioner Jones noted that a meeting has been held with HEI, the Highway Department and SWC. The contracts need to be determined as to who holds what as well as having a Joint Powers Agreement. Commissioner Jones asked that the BCWRD take the money out of the Hogue Island reserve and use it towards the mapping.	Discussed having Attorney Bliss check with States attorney Rhia as well as with the SWC Attorney on the status. Consensus of the board to use funds from Missouri River general services for now on both engineering fees and attorney fees and hold on transferring the monies for now.		11/14/18
<b>Old Business</b>				
<b>Policy Manual</b>	Still ongoing.	The task force has not met as of yet.	HEI/Larson/Reep/Detwiller	
<b>New Business:</b>				
<b>USGS::</b>	The agreement was received for USGS to fund gages for FY 2018-19	<b>Manager Detwiller moved to approve the amount of \$5880 for the gages, Mgr. Reep seconded. Motion Carried.</b>		
<b>Correspondence</b>	Reviewed no action taken.			
Executive Session: Attorney Bliss noted that we have not heard back from the Supreme Court as of yet. Chairman Larson dispensed of the Executive Session.				