

RICHLAND COUNTY WATER RESOURCE DISTRICT
Richland County Courthouse, Wahpeton, ND
December 27, 2016

The Richland County Water Resource Board (RCWRB) met December 27, 2016 at 9:15 AM at the Richland County Courthouse, Wahpeton, North Dakota.

THOSE PRESENT: Managers Arv Burvee, Gary Friskop, James Haugen, Don Moffet, Robert Rostad, Engineering Technician Justin Johnson, and Secretary-Treasurer Monica Zentgraf.

Minutes

The December 13, 2016 minutes were presented. A motion was made by Mgr. Rostad and seconded by Mgr. Burvee to approve the minutes as presented. The motion carried unanimously.

Financial Matters

- Proj #2 Reconstruction/Extension- Pay Estimate #2, to Riley Bros Construction, was presented to the Board. The pay estimate of \$64,408 represents 84% completion of the reconstruction/extension project. A motion was made by Mgr. Burvee and seconded by Mgr. Friskop to approve Pay Estimate #2 as presented. The motion carried unanimously. (RCWRD #10-079)

- Proj #5(27) Reconstruction- Pay Estimate #3, to Dennis Drewes, Inc, was presented to the Board. The pay estimate of \$89,897 represents 98% completion of the reconstruction project. A motion was made by Mgr. Haugen and seconded by Mgr. Rostad to approve Pay Estimate #3 as presented. The motion carried unanimously. (RCWRD #14-124)

- Vouchers- Vouchers for the month of December 2016 were presented to the Board. A motion was made by Mgr. Friskop and seconded by Mgr. Rostad to approve Vouchers #17358 through #17393 and the electronic funds transfer for the IRS payment. The motion carried unanimously.

- **2016 General Fund Budget Amendment**- Actual expenses totaled \$254,749.27; budgeted expenses totaled \$298,862.84. Actual expenses did not exceed budgeted expenses, therefore no budget amendment was required for 2016.

- **2016 General Fund Year End Transfer**- The Managers discussed transferring money from the General Fund to Waterways Fund for future projects, including, but not limited to the Regional Conservation Partnership Program, retention/detention projects, snagging and clearing projects, beaver dam removal, complaints, and other miscellaneous items. A motion was made by Mgr. Burvee and seconded by Mgr. Haugen authorizing a transfer of \$135,000 from the General Fund to Waterways Fund. The motion carried unanimously.

- **Vacation Time**- Monica Zentgraf reported that she has 83.75 hours of unused vacation time over the 240 hour maximum carryover. A motion was made by Mgr. Friskop and seconded by Mgr. Rostad allowing Monica Zentgraf to carry 83.75 additional hours of vacation time into 2017. The motion carried unanimously.

Office Computer

The Managers were informed that Mr. Johnson's computer should be upgraded and the quote from R & B Printer Repair was presented. A motion was made by Mgr. Burvee and seconded by Mgr. Haugen to obtain a quote from Digital Guru. The motion carried unanimously.

Beaver Dams

The Managers were informed that Joel Lyons, of Animal Damage Control, notified the Office of a large beaver dam in Section 28, Nansen Township, that should be removed before spring. There are also a couple of smaller dams in the vicinity that should be removed at the same time. A motion was made by Mgr. Rostad and seconded by Mgr. Burvee authorizing JAV Construction to remove the beaver dams. The motion carried unanimously.

Deferred Applications

The following 2013 deferred application was reviewed by the Managers:

Appl #13-006 Bernard Mauch Family Partnership NW1/4 Sec 22, Barney Twp

A motion was made by Mgr. Burvee and seconded by Mgr. Friskop to deny the application due to age and inactivity. The motion carried unanimously.

Mail

- 1.) *Big Stone South to Ellendale* newsletter
- 2.) Office of the State Engineer (OSE)- The OSE determined that the RCWRD’s Proj #14 Reconstruction (State Permit #4912) is not of statewide or interdistrict significance. The application was forwarded to the RCWRD for review as required under North Dakota Century Code § 61-32-03 and North Dakota Administrative Code § 89-02-01-08. A motion was made by Mgr. Rostad and seconded by Mgr. Friskop to approve State Permit #4912 for the Proj #14 Reconstruction. The motion carried unanimously.

Technician’s Report

Mr. Johnson reported on the Metro Flood Diversion Authority meeting held December 15, 2016.

Board Reorganization

Chr. Moffet turned the meeting over to Secretary Zentgraf for the Board’s reorganization.

Secretary Zentgraf called for nominations for Chairman of the RCWRD for calendar year 2017. A motion was made by Mgr. Burvee for all positions to be filled as currently held. The motion died for lack of a second after Mgr. Moffet announced that he would not accept the position of Chairman of the Board due to the number of years that he has held the position.

Secretary Zentgraf again called for nominations for Chairman of the RCWRD for calendar year 2017. A motion was made by Mgr. Haugen nominating Mgr. Friskop to serve as Chairman of the RCWRB for calendar year 2017. A motion was made by Mgr. Burvee that nominations cease. A motion was made by Mgr. Burvee and seconded by Mgr. Moffet that a unanimous ballot be cast for Mgr. Friskop to serve as Chairman of the RCWRB for calendar year 2017. Mgrs. Burvee, Rostad, Moffet, and Haugen voted in favor of said motion; Mgr. Friskop abstained from voting. The motion carried.

Secretary Zentgraf turned the meeting over to Chr. Friskop

Chr. Friskop called for nominations for Vice Chairman of the RCWRD for calendar year 2017. A motion was made by Mgr. Rostad nominating Mgr. Burvee to serve as Vice Chairman of the RCWRB for calendar year 2017. A motion was made by Mgr. Haugen that nominations cease. A motion was made by Mgr. Haugen and seconded by Mgr. Rostad that a unanimous ballot be cast for Mgr. Burvee to serve as Vice Chairman of the RCWRB for calendar year 2017. Mgrs. Haugen, Friskop, Moffet, and Rostad voted in favor of said motion; Mgr. Burvee abstained from voting. The motion carried.

A motion was made by Mgr. Moffet and seconded by Mgr. Haugen for the following for calendar year 2017:

Secretary/Treasurer	Monica Zentgraf
Banking Institutions	Wells Fargo Bank, Bank of the West, & Bell State Bank

The motion carried unanimously.

Consensus of the Managers was to fill the RCWRD Delegate Positions for calendar year 2017 as follows:

Tri-County Water Resource Executive Board	Mgr. Haugen
Red River Joint Water Resource Board	Mgr. Rostad
Sheyenne River Joint Water Resource Board	Mgr. Moffet
Southern Valley Initiative	Mgrs. Burvee & Friskop
Metro Flood Diversion Board	Justin Johnson

Adoption of Meeting Schedule

A motion was made by Mgr. Rostad and seconded by Mgr. Burvee to adopt the following regular meeting schedule of the Richland County Water Resource Board:

Regular meetings will be held every Tuesday, from January 1, 2017 through December 31, 2017. Time of meetings:
January 1, 2017 through March 31, 2017 9:00 AM
April 1, 2017 through November 15, 2017 8:00 AM
November 16, 2017 through December 31, 2017 9:00 AM

The motion carried unanimously.

2017 Priority List

The Managers reviewed the current priority list. Consensus of the Managers was to adopt the following priority list for 2017:

County Wide Flood Retention
Antelope Creek/Wild Rice River Snagging & Clearing
Sheyenne River Snagging & Clearing

Adjournment

There being no further business to come before the Board, Chr. Friskop adjourned the meeting at 11:10 AM.

Respectfully submitted,
Monica Zentgraf
Secretary

Gary Friskop
Chairman of the Board