

RICHLAND COUNTY WATER RESOURCE DISTRICT
Richland County Courthouse, Wahpeton, ND
December 23, 2019

The Richland County Water Resource Board ("RCWRB") met December 23, 2019 at 9:00 AM at the Richland County Courthouse, Wahpeton, North Dakota.

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

THOSE ABSENT: Arv Burvee

Minutes

The December 17, 2019 minutes were presented. A motion was made by Mgr. Moffet and seconded by Mgr. Rostad to approve the December 17, 2019 minutes as presented. The motion carried unanimously.

Financial Matters

●**Vouchers**- Vouchers for the month of December 2019 were presented for the Board's review and approval. A motion was made by Mgr. Rostad and seconded by Mgr. Moffet to approve Vouchers #18236 through #18260 and the electronic funds transfer for the IRS payment. The motion carried unanimously.

●**2019 General Fund Budget Amendment**- Actual expenses totaled \$283,236.17. Actual expenses did not exceed budgeted expenses; no budget amendment was required for 2019.

●**2019 General Fund Year End Transfer**- The Managers discussed transferring money from the General Fund to Waterways Fund for on-going and future projects, including, but not limited to the Regional Conservation Partnership Program ("RCPP"), snagging and clearing projects on the Sheyenne and Wild Rice rivers, beaver dam removal, complaints, and other miscellaneous items. A motion was made by Mgr. Haugen and seconded by Mgr. Moffet authorizing a transfer of \$100,000 from the General Fund to Waterways Fund. The motion carried unanimously.

●**Vacation Time**- Monica Zentgraf reported that she has 53 hours of unused vacation time over the 240 hour maximum carryover. A motion was made by Mgr. Moffet and seconded by Mgr. Rostad allowing Ms. Zentgraf to carry 53 additional hours of vacation time forward into 2020. The motion carried unanimously.

Mail

- 1) Richland County Commission- Minutes of the November meetings.
- 2) US Army Corps of Engineers ("USACE")- Solicitation of comments for the Wahpeton Park Board's permit application to make installation and removal of the fishing pier easier at the Kidder Dam Recreation Area located on the Red River of the North in Section 33, Dwight East (in Wahpeton). The proposal is to establish a ramp from the bank of the site of the fishing pier which will extend approximately 30 feet into the river. The Managers had no comments on the project.
- 3) Interstate Engineering- Report to be submitted to the NRCS with the request for final reimbursement of engineering expenses for the North Branch Antelope Creek Watershed Study (Regional Conservation Partnership Program "RCPP"). After much discussion, consensus of the Managers was not to send the report to NRCS pending discussion with Mike Bassingthwaite, of Interstate Engineering, regarding the cost to complete the study. (RCWRD #16-017)

Proj #10 Special Use Permit

US Forest Ranger Casey Johnson recently notified the RCWRD that he will be approving the Proj #10 Special Use Permit under a categorical exclusion. His deadline to approve the permit is January 3, 2020, as he has accepted a new position and will be leaving the Sheyenne Ranger District on that date. After that date he will not be in a position to approve the permit. Ranger Johnson provided

the RCWRD with a copy of the permit and list of requirements which need to be met in order for him to approve the permit. The permit has been reviewed by the RCWRD's legal counsel and engineer.

The permit and comments from Legal Counsel and Engineer were reviewed by the Managers; various aspects of the permit were discussed. At this time a motion was made by Mgr. Moffet and seconded by Mgr. Haugen to approve the permit and authorize Chr. Friskop to sign the Proj #10 Special Use Permit. The permit will be returned to Ranger Johnson for his signature.

Issuance of this permit concludes a 25+ year process of trying to secure a permit. Office Staff reported the Ranger District is considering the RCWRD's request to fence the drain to protect it from animal damage. (RCWRD #19-057)

Technician's Vehicle Service Allowance

Discussion was held with the Managers about a service allowance for Mr. Johnson's use of his personal vehicle for District work. Mr. Johnson is driving approximately 13,000 miles per year and the mileage reimbursement falls considerably short of actual expenses. It was explained that the current mileage reimbursement rate works fine for an occasional trip, i.e. Bismarck or Fargo, but is not well suited for the type of use associated with Mr. Johnson's job. A stipend was recommended to more adequately cover his expenses. The Secretary-Treasurer provided comments from the District's legal counsel and North Dakota State Auditors (Fargo) office regarding this matter.

(Mgr. Burvee was placed on speaker phone and took part accordingly, but the call ended prior to the motion and vote. Mgr. Burvee was in favor of a stipend and offered his input on the dollar amount prior to ending the call.)

After continued discussion regarding the amount of the allowance, a motion was made by Mgr. Haugen and seconded by Mgr. Moffet to approve a \$3,000 per year stipend to Justin Johnson, effective January 1, 2020, for a vehicle service allowance. The motion carried unanimously.

Technician's Report

- Metro Flood Diversion Authority meeting- Mr. Johnson reported on the December 19, 2019 meeting.

- Tree Grubbing- JBX has begun grubbing trees on various drains. (RCWRD #18-035)

Board Reorganization

There being no further old business to come before the Board, Chr. Friskop turned the meeting over to Secretary Zentgraf for the Board's reorganization.

A motion was made by Mgr. Moffet that the following positions be filled for Calendar Year 2020 as currently held:

Chairman of the RCWRD	Gary Friskop
Vice Chairman of the RCWRD	Arv Burvee
Secretary/Treasurer of the RCWRD	Monica Zentgraf
Banking Institution	Bremer Bank

A motion was made by Mgr. Haugen and seconded by Mgr. Moffet that a unanimous ballot be cast as stated. Upon roll call vote, all Managers voted in favor of said motion. The motion carried unanimously.

The meeting was turned over to Chr. Friskop

Consensus of the Managers was to fill the RCWRD Delegate Positions as follows for calendar year 2020:

Tri-County Water Resource Executive Board	Mgr. Haugen
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Red River Joint Water Resource Full Board
Sheyenne River Joint Water Resource Board
Southern Valley Initiative
Metro Flood Diversion Board (Attendee)

Mgr. Haugen
Mgr. Moffet
Mgrs. Burvee & Friskop
Justin Johnson

Adoption of Meeting Schedule

A motion was made by Mgr. Moffet, seconded by Mgr. Haugen, and unanimously carried to adopt the following regular meeting schedule of the Richland County Water Resource Board:

Regular meetings will be held every Tuesday, from January 1, 2020 through December 31, 2020. Time of meetings:

January 1, 2020 through March 31, 2020	9:00 AM
April 1, 2020 through November 15, 2020	8:00 AM
November 16, 2020 through December 31, 2020	9:00 AM

2020 Priority List

The Managers reviewed the current priority list. Consensus of the Managers was to adopt the following priority list for 2020:

Antelope Creek/Wild Rice River/Sheyenne River Snagging & Clearing

Adjournment

There being no further business to come before the Board, Chr. Friskop adjourned the meeting at 12:00 Noon.

Respectfully submitted,
Monica Zentgraf
Monica Zentgraf
Secretary

Gary Friskop
Gary Friskop
Chairman of the Board