

**WARD COUNTY WATER RESOURCE BOARD
MINUTES
DECEMBER 11, 2023**

Chairman Tom Klein called the meeting to order at 9:32 a.m. Water Resource Board members present were Dale Dohms, Loren Johnson, and Jason Zimmerman. Travis Zabloutney joined the meeting at 9:37 a.m. Others present: Water Resource Board Secretary/Treasurer Sarah Walker, Water Resource Board Attorney Bryan Van Grinsven, Water Resource Board Engineer Dennis Reep from HDR and Karli Frohling from HDR via WebEx.

Agenda: Zimmerman requested one item be added to the agenda. Johnson moved and Dohms seconded to approve the agenda with additions. Motion passed 4-0.

Previous Minutes: Zimmerman noted a correction of the minutes to indicate the Executive Session language be changed from 12:06 a.m. to 12:06 p.m. Zimmerman made a motion to approve the minutes from November 13, 2023 with the correction as noted. Johnson seconded the motion. Motion passed 5-0.

Bills/Statement of Accounts:

- Johnson moved and Dohms seconded to approve the Bills/Statement of Accounts. Motion passed 5-0.
- Van Grinsven reviewed the process for reviewing proposals and selecting public depositories for public funds. Proposals will be opened at the January 2024 meeting. No action taken.

Inspection of Medium Hazard Dams: Reep informed the Board that inspection of medium hazard dams is completed by the State every five years. The last inspection was in 2021 when the dam was completed. Reep recommended the Board inspect the dam every two years based on the Operations and Maintenance (O&M) manual for the dam. Zimmerman moved for inspections be scheduled every other year and to edit the O&M manual to clarify the inspection schedule. Zabloutney seconded. Motion passed 5-0.

Zimmerman moved and Johnson seconded that HDR perform the inspections starting in Spring 2024. Motion passed 5-0.

Flood Pump Maintenance: Clint Cogdill is currently performing flood pump inspection and maintenance at a cost of \$10,000 per year. Klein will invite Cogdill to the January 2024 meeting to discuss the work he is doing. Walker will look for a contract and documentation of liability insurance. No action taken. Board will review the matter at its January 2024 meeting.

Nedrose Sanitary Sewer System Easements: Van Grinsven provided Walker with a list and draft Easement and Right of Way agreement to be sent to owners requiring signatures. The easement agreement will be sent to property owners on Water Resource Board letterhead with follow-up by Board members as needed. Zimmerman suggested an FAQ also be sent to explain why the agreement is necessary. Walker will update the ownership information. Zimmerman moved and Johnson seconded that the Easement and Right of Way agreement, an FAQ and a map of the sewer system be mailed to the affected property owners on Water Resource Board letterhead. Motion passed 5-0.

Engineer's Comments: The following items were presented to the board.

- Blume – plat application – Tatman Township – no recommendations.
- Cogdill – plat application – Kirkelie Township – no recommendations.
- Nesdahl – plat application – Eureka Township – no recommendations.
- Hemphill – special use application – Kirkelie Township – no recommendations.

Johnson made a motion to accept and adopt HDR's recommendations. Dohms seconded the motion. Motion passed 5-0.

Drainage Complaints:

- DC23-002 – the Board received a letter from Lathan Stroklund outlining the landscape modifications he will be completing for his property. No action taken.
- DC19-002 – the Board received a letter from Boppre Law Firm on behalf of Laverne Mikkelsen that the drain block has been restored as ordered by the Water Resource Board. The Board also reviewed a copy of correspondence and documentation sent by Delos Haugen to the North Dakota Department of Water Resources indicating his concerns. Zimmerman moved that HDR do a site visit to verify compliance with the Water Resource Board order. Johnson seconded. Motion passed 5-0.

Low Head Dams: Frohling provided a status report. Burlington Dam 3 has been put on hold to allow for consultation with adjacent landowners on an operating agreement. Geotechnical work planning is underway and ramp slopes have been determined. Structural analysis is in progress and HDR is waiting for the environmental report. 65% design plan submittals are in progress with an estimated completion in January 2024.

Reep inquired how to approach the operators of Burlington Dam 3. Klein volunteered to be the Water Resource Board liaison. Van Grinsven recommended that operational agreements between the Water Resource Board and the golf course owners be drafted and signed. Zimmerman moved and Dohms seconded that HDR coordinate meetings with Kent Pietsch and Aaron Faken. Motion passed 5-0.

Office Updates: Walker informed the Board that Nancy Kramer's notes indicated that a salary increase be included on the December agenda. Walker spoke with Zimmerman and asked if it was appropriate as she has only been in the position for six months. They also discussed if an Employee Evaluation should be completed. Dohms requested that Walker provide language from the Ward County handbook regarding new hire rate increases. Zimmerman volunteered to be the clearing house for the evaluations and asked that the Board members send their reviews to him by the end of December. Johnson moved and Dohms seconded that the conversation continue at the January 2024 meeting. Motion passed 5-0.

DL Barkie – VFW Site: Zimmerman received a quote in the amount of \$18,700.00 for additional work to be completed at the site. DL Barkie discovered a 40'x 107' washout on the river channel behind the VFW site. As the Water Resource Board owns the property the work should be completed at the Board's expense. Zimmerman moved and Johnson seconded to accept the DL Barkie bid. Motion passed 5-0.

Dohms moved and Zimmerman seconded to adjourn the meeting. Motion passed 5-0. The next regular meeting will be Monday, January 8, 2024 at 9:30 a.m.

Ward County Water Resource Board meeting

December 11, 2023

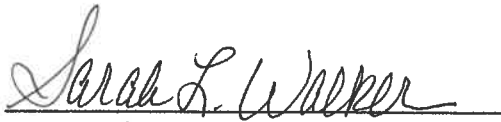
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Bills Approved and Paid:

#8180 ND Water Resource District Dues	675.00
#8181 ND Water Users Association Dues	300.00
#8183 Jason Zimmerman	1782.35
#8184 Sarah Walker	2345.38
#8185 Loren Johnson	3485.66
#8186 McGee Law Firm	2767.50
#8187 HDR Engineering	18572.93
#8188 Tom Klein	1312.42
Bismarck Hotel & Conference Center	327.00
Xcel	63.96
Ottertail	43.23
IRS-941	647.16
SRT	2.18
Verendrye	88.00
NDPERS-November/December	<u>399.20</u>
	\$39,672.91

Submitted by:

Date Approved: 1-8-2024



Secretary/Treasurer



Chairman