



Burleigh County Water Resource District

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2023 Monthly Calendar

The following calendar is intended to guide Managers in timely completing the various tasks occurring each month. This is not an all-inclusive list and agendas will be created to set the parameters for assignments to be completed and information provide to the Managers.

January

- **New members appointed in December join the Board, along with assigned commissioner.**
 - Orientation Session with Consulting Engineer, Attorney and Secretary
 - This can occur prior to the January Board meeting, if practical
- **Election of Officers**
 - Chairman
 - Vice Chairman
 - Secretary - Treasurer
- **Chairman to assign Project Portfolios to Managers**
- **Designate/Appoint the following** –existing contracts (rate sheets approved as applicable)
 - Secretary - Administrative Services
 - Consulting Engineer
 - Legal Counsel
- Review and update Web Site Postings

February

- Annual Payments – McDowell Dam
 - Aero Club – Per Lease Agreement
 - Civil Air Patrol – Per Lease Agreement
- Update contact list McDowell Dam Emergency Action Plan
- Update Agenda Email List – Recommendations by Secretary

March

- Consider snow accumulation status in the following per the O&M Manuals
 - Brookfield Estates
 - Country Ridge and Country Creek Third
- Secure spring flood forecast – Missouri River and Apple Creek
 - Report from Emergency Manager(s)
- Prepare for Scheduled Annual Audit – end of the month.

April

- **MRCC Annual O&M Inspection (BCHD?) – Pre flood risk**
- **Fox Island Annual O&M Inspection (BCHD?) – Pre flood risk**
- Burleigh County Commission Update – Appear at their April Meeting
 - Update on BCWRD activities
- Apple Creek Water Permit (#6071) issued 2019 (extension request?)
 - Timeline is likely one year?

May

- **Burnt Creek Annual O&M Inspection – schedule annual spraying**
- Chairman and Treasurer to prepare Draft 2023 Budget
- Request McDowell Dam Budget from Bismarck Parks and Recreation District
- Annual Audit Report -

June

- Submit Preliminary Budget to the County Commission
- Review and update Web Site Postings

July

- McDowell Dam – Annual facilities and site Inspection (NRCS)
- **NDWRD Summer Meeting – July 19-21 at the Roosevelt Grand Dakota Hotel in Dickinson**

August

- Appear before the County Commission Budget Committee to answer questions
- Consider Low Water Releases from McDowell Dam (NDGF)
- Every third year Evaluate McDowell land lease agreement {Dates...}
- USGS Stream Gage Funding Agreement (Apple Creek)
- **Annual Report on Special Assessment District Account Balances**

September

- Update Burnt Creek O&M Special Assessment (Bond Repayment, and annual expenses)
- USGS Stream Gage Agreement (Apple Creek)
- Annual Certification of Disposal Records
- **Determination the need to levee O&M assessments (Financial Status Reports)**
 - **Burnt Creek Flood Control is annual until bonds paid and WRD reimbursed**
 - **Country Creek 3rd Flood Control**
 - **Brookfield Estates Flood Control**
 - **Fox Island Flood Control**
 - **Missouri River Correctional Center Flood Control**

October

- **Burnt Creek O&M Assessment Certification to County Auditor**
- **Certify Burnt Creek annual assessments – Report to County Auditor (Oct 31st Deadline)**
- **O&M Assessments on other projects as required – Certify Assessments to County Auditor**
- **Final Budget Approval from County Commission**
- **Upper Missouri Water Users Annual Meeting – in Wyoming. Location to be determined**

November

- Review existing policy and recommend revisions as required
- Burleigh County Commission Update
 - Update on BCWRD activities
- Policy Document Consideration
 - Select sections for review

December

- **NDWU Annual Conference – Dec 5-8, Bismarck Hotel & Conference Center in Bismarck**
- Acknowledge outgoing Board Members
- Burnt Creek Floodway Channel mowing – (if conditions allow)