



## Red River Watershed Management Board

### *Board of Managers*

John Finney, President-Humboldt LeRoy Carriere-Roseau Dan Money-Hallock Ben Kleinwachter-Strandquist  
Orville Knott, Vice President-Red Lake Falls Daniel Wilkens, Treasurer-Fertile Greg Holmvik-Ada Jerome Deal, Secretary-Wheaton  
Naomi Erickson, Administrator-Detroit Lakes

## RED RIVER WATERSHED MANAGEMENT BOARD MEETING

January 13, 2015

Courtyard by Marriott, Moorhead, Minnesota

The RRWMB met on Tuesday, January 13, 2015 at the Courtyard by Marriott, Moorhead, Minnesota.

President John Finney called the meeting to order.

Members present were:

LeRoy Carriere	Dan Money
Ben Kleinwachter	Orville Knott
Daniel Wilkens	Greg Holmvik
Jerome Deal	

Others present were:

- Naomi Erickson, Administrator
- Dan Thul, Red River Coordinator
- Ron Harnack, Project Coordinator
- Pat Downs, Executive Director - RRRRA
- Myron Jesme, Administrator - Red Lake WD
- Nate Dalager, Engineer - HDR Engineering, Inc.
- Blake Carlson, Engineer - WSN Engineering, Inc.
- Danny Omdahl, Administrator - Middle Snake Tamarac Rivers WD
- Kevin Ruud, Administrator - Wild Rice WD
- Chuck Fritz, Director - International Water Institute
- Alice Klink, Biologist - USDA-NRCS
- Allison Myhre, Congressman Peterson's office
- Jeff Lewis, Executive Director - RRBC
- Gerry Van Amburg, Buffalo-Red River WD
- Henry Van Offelen, Red River Basin Coordinator - MDNR
- Diane Ista

**Motion** by Manager Money to dispense with the reading of the minutes and approve as written with minor corrections, **Seconded** by Manager Knott, **Carried**.

The Treasurer's report was presented and it was approved as read. **Motion** by Manager Deal to approve the Treasurer's Report, **Seconded** by Manager Carriere, **Carried**.  
The bills to be approved as of January 13, 2015 were as follows:

Date	Num	Name	Memo	Amount
01/13/2015	7549	ACS	Phone line, Fax/Internet	\$151.60
01/13/2015	7550	Brandner Printing	Invoice No. 8587	\$117.66
01/13/2015	7551	International Water Institute	CWL River Watch - MPCA Pay Req. No. 4 (Grant No. 63748)	\$14,663.20
01/13/2015	7552	Jon Schauer/Consulting Unlimited Inc.	Invoice No. 3478	\$1,572.77
01/13/2015	7553	Marco, Inc.	Photocopier Maintenance - Invoice No. INV2346698	\$280.88
01/13/2015	7554	MCI	Long distance service	\$37.98
01/13/2015	7555	Naomi Erickson	Reimbursed Expenses	\$268.81
01/13/2015	7556	Red River Retention Authority	Annual Cost-share - 1st half of 2015	\$35,000.00
01/13/2015	7557	Ronald D. Harnack	Project Coordinator Exp. - January 2015	\$650.54
01/13/2015	7558	Widseth Smith Nolting & Assoc., Inc.	Invoice Nos. 100778-80	\$4,206.70
				\$56,950.14

**Motion** to approve and pay bills by Manager Deal, **Seconded** by Manager Money, **Carried**. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

### Annual Board Organization

The Annual Board Organization was conducted. President Finney turned the meeting over to Vice President Knott who asked for nominations for President of the Board. Manager Deal nominated Manager Finney for President. Nominations were called for three times by Manager Knott. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for John Finney for President by Manager Deal, **Seconded** by Manager Carriere, **Carried**.

President Finney asked for nominations for Vice President of the Board. Manager Carriere nominated Manager Knott for Vice President. Nominations were called for three times by President Finney. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Orville Knott for Vice President by Manager Deal, **Seconded** by Manager Money, **Carried**.

President Finney asked for nominations for Secretary of the Board. Manager Money nominated Manager Deal for Secretary. Nominations were called for three times by President Finney. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Jerome Deal for Secretary by Manager Wilkens, **Seconded** by Manager Knott, **Carried**.

President Finney asked for nominations for Treasurer of the Board. Manager Holmvik nominated Manager Wilkens for Treasurer. Nominations were called for three times by President Finney. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Daniel Wilkens for Treasurer by Manager Kleinwachter, **Seconded** by Manager Carriere, **Carried**.

**Resolution Authorizing the Regular Monthly Meeting Date and Time**

The Red River Watershed Management Board considered the designation of the regular monthly meeting date and time at the regular board meeting held in Moorhead, MN, on Tuesday, January 13, 2015.

On a **motion** by Manager Knott, **seconded** by Manager Deal, and on a vote of 7 for and 0 against, the motion passed to designate the third Tuesday of each month at 9:30 a.m. as the regular monthly meeting date and time for the Red River Watershed Management Board.

**Resolution Authorizing the Payment of Per Diem/Mileage to Managers**

The Red River Watershed Management Board considered the authorization of payment of per diem/mileage to Managers at the regular board meeting held in Moorhead, MN, on Tuesday, January 13, 2015.

On a **motion** by Manager Wilkens, **seconded** by Manager Money, and on a vote of 7 for and 0 against, the motion passed to allow the maximum per diem by state law which is currently \$75.00 per day and the maximum IRS limit for mileage which is currently 57.5 cents per mile unless a change occurs.

**Resolution Authorizing Deposit/Investment of Funds**

The Red River Watershed Management Board considered the authorization of deposit/investment of funds at the regular board meeting held in Moorhead, MN, on Tuesday, January 13, 2015.

On a **motion** by Manager Deal, **seconded** by Manager Holmvik, and on a vote of 7 for and 0 against, the motion passed to authorize the Red River Watershed Management Board to reaffirm the adoption of the Treasurer's Manual originally adopted on 4/19/91 and amended on 8/08/95, 1/18/00, 3/16/04, and 1/21/14.

**Resolution Authorizing Legal Counsel**

The Red River Watershed Management Board considered the authorization of legal counsel at the regular board meeting held in Moorhead, MN, on Tuesday, January 13, 2015.

On a **motion** by Manager Deal, **seconded** by Manager Kleinwachter, and on a vote of 7 for and 0 against, the motion passed to obtain legal counsel on a case-by-case basis for the Red River Watershed Management Board.

**Red River Retention Authority (RRRA)**

P. Downs distributed a monthly report of activities. The Technical Sub-Committee appointed to rank priority projects from the \$50 million allocation met in Hillsboro, ND on January 9, 2015 to update criteria. An announcement on the Regional Conservation Partnership Program (RCPP) is expected on January 14th.

A proposed budget for the RCPP funding was distributed for review. The budget included an allocation of funding for the following categories: Technical Assistance (Planning & Preliminary Engineering), PL566-Like Project Funding – Impoundments/Construction, and NRCS – Internal Technical Assistance.

### **Water Quality Project Monitoring**

C. Fritz distributed the IWI Monitoring and Education Activity Report. Flood damage reduction monitoring in 2015 will focus on determining loads entering and exiting impoundments. Three impoundments have been selected for the study including Angus-Oslo No. 4, Brandt, and PL566 above Warren, MN. A draft water quality monitoring Quality Assurance Project Plan has been developed and distributed for review and comment.

River Watch staff are currently setting up classroom sessions with schools to prepare them for the upcoming 2015 20<sup>th</sup> Anniversary River Watch Forum to be held March 17, 2015 at UMC – Crookston, MN.

### **Project Implementation Strategy**

C. Fritz explained that discussion has occurred whether the process currently being followed by the Green Meadow Project Team of the Wild Rice WD could be utilized as a model in other project teams. The Work Group and the RRWMB have discussed establishing an accelerated project team process since stakeholders on Project Teams have committed substantial resources to support the process which can stall for any number of reasons. For example, unreasonable or poorly defined goals and timelines, lack of a facilitator with planning or process management expertise, complexity of the problem and solution, and inability of watershed districts to act and implement recommendations.

C. Fritz reviewed the Accelerated Project Team Process developed to document the process implemented in the Wild Rice WD to address flooding and natural resource problems in the Green Meadow Subwatershed. The planning process was developed and implemented with the assumption and understanding that there are specific roles and responsibilities for various entities involved. Adherence and commitment to these roles and responsibilities is critical to ensure the process attains the desired objective (to develop and select a preferred and viable alternative) in the allotted timeframe.

Following discussion, the Board of Managers agreed that the document should be forwarded to the Work Group for further discussion and review. H. Van Offelen noted that he would add this item to the agenda for the next FDRWG meeting scheduled on February 18, 2015.

### **Administrator Report**

#### **A) IRS Standard Mileage Rate**

Beginning on Jan. 1, 2015, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 57.5 cents per mile for business miles driven, up from 56 cents in 2014.

- 23 cents per mile driven for medical or moving purposes, down half a cent from 2014.
- 14 cents per mile driven in service of charitable organizations.

### **B) Year-end Tax Information**

N. Erickson reported that the 2014 year-end tax information will be prepared and distributed this week. She requested recipients of the W-2's and 1099's distributed by the board to review them for accuracy and report any discrepancies that should be corrected.

N. Erickson explained that following the 2013 audit, the auditors recommended that the Board of Managers approve implementing Electronic Funds Transfer (EFT) for all payroll procedures. Currently, some of the payroll procedures are processed through this method. She requested consideration of *all* payments associated with payroll procedures to be conducted through EFT.

**Motion** by Manager Wilkens to authorize all payments associated with payroll to be conducted through EFT, **Seconded** by Manager Carriere, **Carried**.

### **C) Upcoming Meetings/Conferences**

1. **Red River Basin Commission's 32nd Annual Red River Basin Land & Water International Summit Conference**, *Meeting the Basin's Needs: One Goal at a Time*, January 20-22, 2015, at the Fort Garry Hotel in Winnipeg, MB.
2. **Red River Basin Flood Damage Reduction Work Group**, February 18, 2015, Red Lake Watershed District, Thief River Falls, MN.
3. **Red River Retention Authority (RRRA)**, 10:00 a.m., March 10, 2015, Cass County Highway Department, West Fargo, ND.
4. **17<sup>th</sup> Joint Annual Conference (March Conference)**, March 25-26, 2015, (Wednesday and Thursday) at the Courtyard by Marriott, 1080 28<sup>th</sup> Avenue South, Moorhead, MN.

### **Project Coordinator Report**

R. Harnack reviewed the Project Coordinator Report. The Governor has not yet released his budget, therefore, information from state agencies is not available. For mediation funding, \$264,000 will be included in the MDNR budget. The BWSR budget will include \$100,000/year for RRBC funding. A new appropriation request will be required for River Watch funding as the MPCA does not promote line items appropriations from the Clean Water Fund (CWF). A bill will be introduced for \$100,000/year or more for this initiative.

### **Red River Coordinator/TAC Report**

D. Thul reported on a meeting to review the progress and discuss future funding considerations of the Halstad Upstream Retention (HUR) modeling project included in the Red River Basin Watershed Feasibility Study (WFS) Project Management Plan (PMP). The TAC forwarded a recommendation to the USACE to utilize federal funds to extend the modeling effort to the Canadian border to encompass the entire Red River basin. An RFP is being developed by Houston Engineering which will be forwarded to the USACE to be utilized for the effort or for contract with another firm to complete the project.

**District Reports**

- The Middle Snake Tamarac Rivers WD reported that the hearing regarding the Polk County petition to the Board of Water & Soil Resources to redistribute district managers is scheduled for January 14, 2015 in Bemidji, MN.
- The Red Lake WD announced that late in November of 2014 the District hired Ashley Hitt to fill the vacated position of District Natural Resource Technician following the retirement of Jim Blix. The District welcomes Ashley to the Red River basin and is pleased to have such a qualified individual join their staff.

**District's Funding Requests**

No requests for funds were submitted this month.

The next meeting will be on February 17, 2015, at 9:30 a.m. at the Red Lake Watershed District, Thief River Falls, Minnesota.

There being no further business, the meeting adjourned at 3:45 p.m.

Respectfully submitted,

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Jerome Deal  
Secretary

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Naomi L. Erickson  
Administrator