



Red River Watershed Management Board

**Board of Managers**

John Finney, President-Humboldt LeRoy Carriere-Roseau Dan Money-Hallock Ben Kleinwachter, Vice President-Strandquist  
LeRoy Ose-Thief River Falls Daniel Wilkens, Treasurer-Fertile Greg Holmvik-Ada Jerome Deal, Secretary-Wheaton  
Naomi Goral, Administrator-Detroit Lakes

**RED RIVER WATERSHED MANAGEMENT BOARD MEETING**

**July 19, 2016**

**Sand Hill River Watershed District, Fertile, Minnesota**

The RRWMB met on Tuesday, July 19, 2016 at the Sand Hill River Watershed District, Fertile, Minnesota.

President John Finney called the meeting to order.

Members present were:    LeRoy Carriere        Dan Money  
                                     Ben Kleinwachter    LeRoy Ose  
                                     Daniel Wilkens        Greg Holmvik  
                                     Jerome Deal

Others present were: Naomi Goral, Administrator  
Ron Harnack, Project Coordinator  
Chuck Fritz, Director – International Water Institute  
Kevin Ruud, Administrator – Wild Rice WD  
Greg Nelson, Regional Director – MDNR  
Jerry Bents, Engineer – Houston Engineering, Inc.  
Nate Dalager, Engineer – HDR Engineering, Inc.  
Mark Deutschman, Engineer – Houston Engineering, Inc.  
Morrie Lanning, Barr Engineering, Inc.  
Myron Jesme, Administrator – Red Lake WD  
Danny Omdahl, Administrator – Middle Snake Tamarac Rivers WD  
Julie Goehring, South Basin Manager – RRBC  
Henry Van Offelen, Red River Basin Coordinator – MDNR  
April Swenby, Administrative Assistant – Sand Hill River WD  
Jim Ziegler, Regional Manager – MPCA  
Tracy Halstensgard, Administrator – Roseau River WD  
Allen Wold, Manager – Bois de Sioux WD  
Phillip Swenson, Manager – Sand Hill River WD

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

The Treasurer's report was presented and it was approved as read. **Motion** by Manager Money to approve the Treasurer's Report, **Seconded** by Manager Ose, **Carried**.

The bills to be approved as of July 19, 2016 were as follows:

Date	Num	Name	Memo	Amount
07/19/2016	8075	ACS	Phone line, Fax/Internet	159.14
07/19/2016	8076	Adv. Engineering & Environmental Services	Public Information Consulting Services	\$2,009.90
07/19/2016	8077	Charles W. Fritz	Professional Services - 06-21 - 07-18	\$3,716.40
07/19/2016	8078	Houston Engineering, Inc.	TAC - Inv. Nos. 30395, 30406	\$1,524.04
07/19/2016	8079	International Water Institute	CWL River Watch - MPCA Pay Req. No. 8 FINAL (Grant No. 63748)	\$2,447.50
07/19/2016	8080	International Water Institute	RRBFDRWG - Pay Req. No. 1 (FY16)	\$75,000.00
07/19/2016	8081	International Water Institute	Red River Basin River Watch Program - 2016-17	\$100,000.00
07/19/2016	8082	International Water Institute	BWSR - 1W1P FINAL Pay Req. (FY16)	\$22,936.00
07/19/2016	8083	International Water Institute	FDRWG - TSAC	\$2,700.00
07/19/2016	8084	International Water Institute	Distributed Detention Study - BCA	\$24,772.28
07/19/2016	8085	Jon Schauer/Consulting Unlimited Inc.	Invoice No. 3506	\$1,170.00
07/19/2016	8086	Marco Technologies LLC	Photocopier Maintenance - Invoice No. INV3443565	\$322.21
07/19/2016	8087	MCI	Long distance service	\$36.91
07/19/2016	8088	Minnesota Department of Natural Resources	Invoice No. 225594 - July 1, 2016 - June 30, 2017	\$28,000.00
07/19/2016	8089	Naomi Goral	Reimbursed Expenses	\$392.51
07/19/2016	8090	Ronald D. Harnack	Project Coordinator Exp. - July 2016	\$887.97
07/19/2016	8091	Smith Partners PLLP	Invoice No. 38028, June 2016	\$414.68
07/19/2016	8092	U.S. Geological Survey	Bill No. 90458041, Stream Gaging - Fiscal Year 2016	\$28,371.00
07/19/2016	8093	Virtual Systems	Invoice No. June 2016-19	\$30.00
07/19/2016	8094	Waypoint Insurance Advisors	Directors & Officers Renewal	\$2,758.00
07/19/2016	8095	Widseth Smith Nolting & Assoc., Inc.	Invoice Nos. 110335-36, 110860	\$1,509.65
				<b>\$299,158.19</b>

Manager Holmvik inquired about board policy relative to reimbursing alternates. Manager Wilkens explained that previously the board agreed to reimburse board appointed alternates to attend meetings in addition to reimbursing board appointed designees. Manager Finney concurred with Manager Wilkens and noted the distinction between *board* appointed alternates and *member district* appointed alternates. Manager Finney clarified that only board appointed alternates would be reimbursed for per diems and expenses incurred, not member district appointed alternates.

**Motion** by Manager Holmvik to authorize board appointed alternates to be reimbursed for per diems and expenses incurred in addition to board appointed designees, **Seconded** by Manager Kleinwachter, **Carried**.

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

### **Budget and Tax Levy Rate Determination**

N. Goral distributed the 2017 proposed annual budget. The draft budget included projected expenses for 2016 based on a comparison of the previous year's actual vs. budgeted expenses.

N. Goral distributed the Project and Program Commitments Worksheet as of June 30, 2016. Discussion occurred regarding board funding commitments to watershed district projects that are currently progressing through the step process. N. Goral requested clarification on the board's commitment to the Roseau River

WD's Roseau River Wildlife Management Area project. N. Dalager explained that at the previous monthly meeting, the board approved the Step III submittal based on the following information: current estimated project cost of \$3,000,000 with the following cost-share of State of Minnesota \$2,250,000 (75%), RRWMB \$500,000 (2/3 of 25%) and RRWD \$250,000 (1/3 of 25%). As the board had previously approved a funding advance of \$70,000, the total board commitment would be \$500,000 - \$70,000 or \$430,000.00.

**Motion** by Manager Ose to approve the 2017 proposed annual budget, **Seconded** by Manager Deal, **Carried**. Managers Wilkens and Money abstained.

The Board discussed the tax levy rate determination. A letter received from the Red Lake WD was distributed. M. Jesme explained that the Red Lake WD Board of Managers recommended that the RRWMB maintain the tax levy rate at 75% for the tax year payable in 2017. Manager Finney stated that the Finance Committee had previously discussed amending the Governing Documents to provide for member districts to elect not to levy the maximum local share. Manager Holmvik noted that consideration could be given for such an amendment should the board resume levying at 100%.

It was moved by Manager Kleinwachter and seconded by Manager Deal to maintain the levy at 75% (.0003627) for FY 2017. A roll call vote was taken. Managers Deal, Ose and Kleinwachter voted yea, Managers Carriere and Holmvik voted nay, motion carried. Managers Finney, Money and Wilkens abstained.

### **Public Information Initiative**

In the absence of D. Selvig, the Public Information report was distributed. A new edition of the print newsletter, featuring a revised design is currently under development and will be distributed soon.

Initial discussions are underway regarding the drafting of messages regarding drainage that can be endorsed and utilized not only by the RRWMB, but the Work Group and RRBC as well.

### **Water Quality Project Monitoring**

C. Fritz distributed the IWI Monitoring and Education Activity Report. Staff are in the process of locating biological monitoring sites and establishing biological monitoring protocols for River Watch teams. A few select sites will be monitored this fall. Database updates to accommodate the macroinvertebrate data collected by students are also in the planning stages.

### **Prioritize, Target & Measure Application (PTMApp) Update**

M. Deutschman explained that many entities are struggling to reduce sediment and nutrients in surface and groundwater. Issues continue even after decades of conservation efforts.

The PTMApp is a desktop toolbar and web interface designed to develop information that guides nutrient reduction strategies. The tool can help identify specific field-scale practices leading to the most cost-effective improvements in water quality. Users can find the most efficient best management practices (BMPs) relative to a resource. The solution is versatile enough to use in internal or public plan development meetings, or during one-on-one conversations with landowners.

The Minnesota Board of Water and Soil Resources (BWSR) has formally adopted the water quality technology solution as the statewide standard. PTMApp-Desktop has been publicly released and is available for free download.

PTMApp-Web is currently under development and will be available soon. This new technology solution will allow water quality professionals within the state to develop water quality plans and more accurately prioritize projects to receive state funding.

C. Fritz added that BWSR has acknowledged the potential for this work with a grant to develop a decision support application to support the concept of watershed-based prioritized, targeted, and measurable planning and implementation. PTMApp is being applied in two One Watershed One Plan pilot watersheds including the Red Lake River and Root River. A statewide PTMApp outreach/support budget and business plan is currently being developed for BWSR. Plans include requesting the board to act as fiscal agent to sponsor IWI for an additional BWSR grant to determine hydrology and stream stability.

**Motion** by Manager Ose to authorize the board to sponsor the aforementioned grant, **Seconded** by Manager Holmvik, **Carried**.

### **Buffer Program Preliminary Policies**

C. Fritz distributed a handout regarding the Minnesota Buffer Law. The law includes language to ensure compliance (enforcement). The buffer policies allow for a local entity (SWCD or Watershed District) to assume jurisdiction if they so choose. If no local entity assumes jurisdiction, the responsibility reverts to BWSR.

C. Fritz inquired whether RRWMB member districts should canvas local landowners and their local partnering agencies to determine whether they prefer local compliance under their local WD or BWSR. If a local entity does assume jurisdiction (and compliance responsibility), the state should provide adequate supplemental funding to cover costs of Buffer Law implementation and compliance.

Following discussion, the board requested C. Fritz to forward the handout to member districts and incorporate their comments into the handout.

### **Red River Retention Authority**

At the April board meeting, the RCPP fund allocation for the 22 plans progressing through the Small Watershed Protection Planning Process was discussed. Total funds available through the RRRRA for the studies is \$11,040,000 with nearly all project sponsors receiving \$500,000 as RRRRA cost-share for the studies.

Manager Finney reported that the RRRRA determined that although some federal funds will be allocated toward planning efforts conducted by watershed and water resource districts, the remaining costs of completing the planning efforts should be the responsibility of the local sponsor.

T. Halstensgard explained that the Roseau River WD had addressed this issue and inquired whether the RRWMB would consider providing cost-share to member districts for planning efforts. Manager Finney noted his concern whether member districts having insufficient funds to complete planning efforts, would also have inadequate funding to complete project construction.

R. Harnack added that receiving federal funds is advantageous as it could accelerate projects and put more projects in the queue should additional financial support from the RRWMB be available to complete the planning process. He offered to develop additional information in conjunction with member district administrators for further discussion at next month's board meeting.

### **Project Coordinator Report**

R. Harnack distributed the Project Coordinator Report. The Local Government Unit Roundtable, in cooperation with BWSR and MDNR, have scheduled meetings throughout the state with local government officials to discuss the Buffer Law with regard to implementation and mapping. Meetings will be conducted in Thief River Falls and Detroit Lakes in early August.

The Drainage Work Group (DWG) met and discussed updates to the Drainage Manual which is in final review by subcommittee members. Plans are to have the manual completed with DWG endorsement by year end.

### **Administrator Report**

#### **A) Red River Basin Women's Forum and Initiative**

N. Goral reported she attended a meeting on Thursday, June 30, 2016 at the Ag Country Farm Credit Services, in Ada, MN. Discussion included conducted a "Women Caring for the Land" event as well as the potential for a session to be conducted at next year's Red River Basin Commission's 34<sup>th</sup> Annual Red River Basin Land & Water International Summit Conference in Fargo, ND.

#### **B) Red River Basin Flood Damage Reduction Work Group**

The meeting dates for the *19<sup>th</sup> Joint Annual Conference* in 2017 have been scheduled. The dates are Wednesday, March 22 – Thursday, March 23, 2017 which are immediately following the March 21<sup>st</sup> RRWMB meeting.

N. Goral added that she met with H. Van Offelen on Tuesday, July 12, 2016 to review Quarter 3 Work Group expenses. Following the meeting, Quarter 2 and Quarter 3 funding requests were submitted to the State of Minnesota for reimbursement in the amounts of \$12,517.18 (or 50% of \$25,034.35), and \$70,101.97 (or 50% of \$140,203.93) respectively. She requested remaining project team expenses incurred by June 30, 2016 to be submitted by Tuesday, July 26, 2016 in order to finalize the Quarter 4 (final) reimbursement request.

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

- 1. Women's Forum and Initiative**, August 1, 2016, Ag Country Farm Credit Services, Ada, MN.
- 2. Joint Meeting of the RRWMB & FDRWG Public Information Committees**, Tuesday, August 16, 2016 immediately following the board meeting.
- 3. Red River Basin Flood Damage Reduction Work Group**, Wednesday, August 17, 2016, Detroit Lakes, MN,

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

H. Van Offelen distributed a handout regarding the job duties associated with the position of Red River Coordinator. Some of these duties include Chair of the board's Technical Advisory Committee (TAC), board representative and Joint Advisory Committee Co-Chair for the USACE Watershed Feasibility Study, serve on the RRBC Technical Committee, liaison between the board and MDNR staff, and assist with coordinating stream gages.

### **District Reports**

- The Roseau River WD reported on the Roseau River Wildlife Management Area project. The conditions are wet but progress continues. The Pool 3 outlet structure is in place and outlet channel excavation is progressing.
- The Red Lake WD reported that a public scoping meeting was conducted on July 12, 2016 at the Gonvick Community Center for the Four-Legged Lake/Judicial Ditch No. 5 project. The meeting was part of the required steps set forth under the NRCS/RCPD grants program. Over 30 people attended with good discussion regarding the proposed project.
- The Wild Rice WD reported that community flood protection meetings were recently held in Halstad and Hendrum. The MDOT and FEMA were in attendance and received updates of future plans for the levee systems. The MDOT plans to incorporate road raises along Hwy 75 through the two communities in their future resurfacing projects which includes local costs for concrete barriers below the roads for certification purposes.

### **District's Funding Requests**

#### **1. Roseau River WD / Step II Extension / Roseau River Lake Bottom Project**

T. Halstengard requested consideration of an extension for submitting the Step II application. The previously authorized loan advance of \$135,000 required the Step II application to be submitted by August 16, 2016 or repayment of the funding advance would be required by August 15, 2017.

**Motion** by Manager Money to approve a three-year extension from the date of the Step I submittal for the Roseau River Lake Bottom Project, **Seconded** by Manager Kleinwachter, **Carried**.

The next meeting will be on August 16, 2016, at 9:30 a.m. at the Wild Rice Watershed District, Ada, Minnesota.

There being no further business, the meeting adjourned at 2:00 p.m.

Respectfully submitted,

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Jerome Deal  
Secretary

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Naomi L. Goral  
Administrator