



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
April 18, 2017
Wild Rice Watershed District, Ada, Minnesota

The RRWMB met on Tuesday, April 18, 2017 at the Wild Rice Watershed District, Ada, Minnesota.

President John Finney called the meeting to order.

Members present were: Jason Braaten Dan Money
Ben Kleinwachter LeRoy Ose
Daniel Wilkens Curt Johannsen
Jerome Deal

Others present were: Naomi Goral, Administrator
Ron Harnack, Project Coordinator
Henry Van Offelen, Red River Coordinator
Chuck Fritz, Director – International Water Institute
Dr. Jay Leitch
Nate Dalager, Engineer – HDR Engineering, Inc.
Myron Jesme, Administrator – Red Lake WD
Kevin Ruud, Administrator – Wild Rice WD
Michelle Swenson, Administrator – Bois de Sioux WD
Blake Carlson, Engineer – WSN Engineering, Inc.
Jerry Bents, Engineer – Houston Engineering, Inc.
Chad Engels, Engineer – Moore Engineering, Inc.
Jim Ziegler, Regional Manager – MPCA
Jeff Lewis, Executive Director – RRBC
Keith Weston, Consultant – RRRRA
Dave Jones, Area Engineer – USDA-NRCS
Heidi Hughes, Public Information Consultant
Tony Nordby, Engineer – Houston Engineering, Inc.
Tracy Halstengard, Administrator – Roseau River WD
LeRoy Stumpf, Congressman Peterson's Office
Brian Dwight, Clean Water Specialist – BWSR
Brent Silvis, Administrator – Middle Snake Tamarac Rivers WD
Roger Hanson, Manager – Sand Hill River WD
April Swenby, Administrative Assistant – Sand Hill River WD
Rita Albrecht, Northwest Regional Director - MNDNR
Allen Wold, Manager – Bois de Sioux WD

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

N. Goral reported that at last month's board meeting she was directed to inquire about other banking and/or investment options for the board. She contacted Bell Bank in Detroit Lakes to request information about banking services and scheduled an investment advisor to meet with the board at the May board meeting. Manager Wilkens suggested scheduling a Finance Committee meeting. Manager Finney stated that the Finance Committee could meet following today's board meeting should time allow.

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

The bills to be approved as of April 18, 2017, were as follows:

Date	Num	Name	Memo	Amount
04/18/2017	8316	ACS	Phone line, Fax/Internet	\$132.22
04/18/2017	8317	Courtyard by Marriott	Meeting Expense - 03/21/17 Brd Mtg & Retreat	\$1,449.99
04/18/2017	8318	Courtyard by Marriott	Meeting Expense - Joint Annual Conf. (03/22-23, 2017)	\$15,661.54
04/18/2017	8319	Dot.Com Connection	Website maintenance	\$30.00
04/18/2017	8320	HDR Engineering, Inc.	Invoice No. 1200041931	\$2,102.88
04/18/2017	8321	Heidi Hughes	Public Information Consulting Services	\$5,492.56
04/18/2017	8322	Houston Engineering, Inc.	TAC - Inv. No. 33884 USACE WFS	\$956.00
04/18/2017	8323	Lisa A. Frenette	Financial/Lobbying Consultant - April 2017	\$58.00
04/18/2017	8324	Marco Technologies LLC	Photocopier Maintenance - Invoice No. INV4181417	\$369.74
04/18/2017	8325	MCI	Long distance service	\$38.54
04/18/2017	8326	Midwest Radio Fargo Moorhead, Inc.	Meeting Expense - Joint Annual Conf., KFGO Joel Heitkamp	\$2,500.00
04/18/2017	8327	Moore Engineering, Inc.	Invoice No. 15256 - TAC Meetings	\$630.00
04/18/2017	8328	Naomi Goral	Reimbursed Expenses	\$680.95
04/18/2017	8329	Red Lake Watershed District	Webpage Maintenance - 2016	\$1,085.15
04/18/2017	8330	Ronald D. Harnack	Project Coordinator Exp. - April 2017	\$352.63
04/18/2017	8331	Smith Partners PLLP	Invoice Nos. 38695-96, March 2017	\$313.66
04/18/2017	8332	Verizon	Conference Calling Charges	\$161.58
04/18/2017	8333	Widseth Smith Nolting & Assoc., Inc.	Invoice No. 115952	\$4,505.13
04/18/2017	8336	Jay A. Leitch	RRWMB Strategic Planning	\$3,929.82
				<u>\$40,450.39</u>

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

Red River Retention Authority

K. Weston distributed the RRRRA Executive Director's Report. A presentation on the Regional Conservation Partnership Program (RCPP) was conducted at the 19th Joint Annual Conference in Moorhead, MN. A meeting was conducted in conjunction with the conference with RRRRA Co-chairs, John Finney and Gary Thompson, and Natural Resources Conservation Service (NRCS) State Conservationists Mary Podoll (ND) and Cathee Pullman (MN) to discuss the status of the RCPP

Page 3 April 18, 2017. Red River Watershed Management Board Meeting Minutes watershed planning efforts in the Red River basin. A status report on each RCPP watershed was presented by Dave Jones – Acting Red River Basin Coordinator.

Water Quality Project Monitoring

C. Fritz reported that plans for the River of Dreams (ROD) 2017 are underway. Project activities provide integrated classroom and outdoor experiences that build awareness of river ecosystems and watershed connections, increase student capacity to make informed decisions about their environment, and instill a sense of place about the uniqueness of their local watershed – historic, economic, and ecological.

The River Watch Forum of 2017 was held on March 15, 2017 at the University of Minnesota – Crookston Campus. This year’s theme was “*Water – Any Career, Any Day.*” Over 200 students and teachers from 25 Red River Basin schools were in attendance.

C. Fritz reported that a draft budget for 2017-2018 was approved for IWI. The 2016-17 audit has been completed and bylaws were recently revised and approved. Two new board members have been nominated for the board: Rita Albrecht, Northwest Regional Director – MDNR, and Jay Leitch – Buffalo Red River WD.

Project Coordinator Report

R. Harnack distributed the Project Coordinator Report. The Senate has moved last year’s bonding bill to the floor. The Senate bonding bill has \$11.5 million for flood hazard mitigation projects for various statewide flood projects. If this amount is not reduced, the Halstad and Redpath projects will likely receive funding. The bonding bill is expected to be one of the last bills passed as part of the end of the legislative session.

The funding for the Red River Basin Commission (RRBC) of \$100,000/year and the Red River Basin Flood Damage Reduction Work Group (Work Group) of \$264,000/year are part of base funding within the MDNR and BWSR in both the House and the Senate in the General Fund, HF 1291 Fabian and SF 1087 Ingebrigtsen.

The House and Senate have proposed definition changes to the buffer law. Rep. Dan Fabian, R-Roseau, has stated that landowners have several issues with the buffer law which requires 16.5-foot or 50-foot buffers around water to prevent pollution and sediment from getting into water. Fabian’s bill would delay when buffers are required from this year to Nov. 1, 2018.

Public Information Committee Report

Manager Deal, Chair of the Public Information Committee (PIC), reported that the PIC met on Tuesday, April 11, 2017, at the Red Lake WD, Thief River Falls, MN. Those attending included H. Hughes, D. Money, G. Holmvik, L. Ose, N. Goral and himself.

The PIC discussed topics for H. Hughes, Public Information Consultant, to address during the upcoming months. The following recommendations for the board’s public information initiative were agreed upon by the PIC for board consideration:

1. Develop Templates for use by WDs
2. Prepare Newsletter-type articles, i.e. History of the RRWMB, etc.
3. Focus on Drainage, Flood Damage Reduction, and Water Quality
4. Meet with Administrators and/or staff of WDs
5. Distribute quarterly newsletters
6. Assist with Annual Report design/layout

The PIC also suggested that H. Hughes utilize the strategic planning reports previously developed by other consultants when meeting with Administrators and/or staff of WDs.

Motion by Manager Deal to authorize H. Hughes to focus on the priority items identified by the PIC, **Seconded** by Manager Ose, **Carried**.

Administrator Report

A) 19th Joint Annual Conference

N. Goral reported on the 19th Joint Annual Conference conducted on March 22-23, 2017 at the Courtyard by Marriott & Conference Center, in Moorhead, MN. Approximately 115 individuals attended this year's conference.

The conference evaluation forms distributed this year indicated that the conference venue meets everyone's expectations as does the time of year the conference is scheduled. Please refer to handout.

B) Annual Report

N. Goral stated that on April 7, 2017, she participated on a conference call with H. Van Offelen and H. Hughes to discuss the format of the 2016 Annual Report. The following *draft* Table of Contents was developed:

1. Board Managers and Staff
2. Mission Statement
3. Authority Under Law
4. Report Purpose
5. Project Funding (historic overview map)
6. Meeting summaries and key outcomes (refer to minutes.)
7. Watershed District Project Development
 - a. Overview of PL566 projects in each WD
 - b. Overview of other projects in each WD
8. Engagement in Red River Mediation Process
9. Programs/Studies/Efforts funded in 2016
10. Other Studies and/or Initiatives
 - a. Legislative/Lobbying
 - b. Public Information Initiative

C) MAWD Legislative Breakfast and Day at the Capitol

N. Goral reported that she attended the MAWD Legislative Breakfast and Day at the Capitol on March 29 – 30, 2017 in St. Paul, MN. She visited with Rep. Jeff Backer (12A, R) Browns Valley, and Rep. Deb Kiel (01B, R) Crookston along with several watershed district board managers.

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She met Lisa Frenette of Frenette Legislative Advisors (FLA), the board's new lobbyist as well as visited with Ray Bohn, MAWD Executive Director.

D) Upcoming Meetings/Conferences

1. **Red River Basin Flood Damage Reduction Work Group**, 9:30 a.m. – 3:00 p.m., Wednesday, April 19, 2017, MnDOT, Detroit Lakes, MN.
2. **Administrator's Meeting**, 9:00 a.m., Friday, April 21, 2017, Sand Hill River WD, Fertile, MN.
3. **Red Lake Watershed District Board Meeting**, Thursday, April 27, 2017, Thief River Falls, MN. Provide update on RRWMB activities.
4. **FDRWG Communication Team Meeting**, 10:00 a.m. – 2:00 p.m., Friday, May 5, 2017.
5. **3rd International Sustainable Wetland Plant Management Conference: Hybrid Cattail Management – Promises and Perils**, May 31st & June 1st, 2017, North Dakota State University, Fargo, ND.
6. **Minnesota Association of Watershed Districts (MAWD) 2017 Summer Tour**, Wednesday, June 21, 2017 to Friday, June 23, 2017, Leech Lake Area, Bemidji, MN.

Red River Coordinator/TAC Report

H. Van Offelen distributed the TAC report. The TAC conducted an online meeting on March 30, 2017 and discussed the Roseau Lake Rehabilitation Project. The TAC recommends Step II approval for the project. This project illustrates the complexity of using the Star Value method for projects that have substantial amounts of existing storage where the project mostly modifies the timing of storage.

H. Van Offelen reported that the TAC reviewed the Step I Submittal for the Black River Impoundment Project on March 30, 2017. T. Nordby, Engineer – Houston Engineering, Inc. provided additional information to the TAC following the meeting. The TAC recommends Step I approval for the project.

H. Van Offelen added that the TAC has not discussed the Benefit Cost Analysis (BCA) initiative any further, however, continued discussions are expected on this topic at future meetings.

The TAC invited C. Anderson of Widseth, Smith and Nolting to participate in some of the discussions regarding the above-mentioned projects. H. Van Offelen inquired whether C. Anderson could be added as a member of the TAC. **Motion** by Manager Deal to authorize C. Anderson as a TAC member, **Seconded** by Manager Johannsen, **Carried**. The next TAC meeting will be conducted in late April or early May.

District Reports

- The Red Lake WD reported that the Red Lake River One Watershed, One Plan was approved by the North Region Board of Water & Soil Resources (BWSR) on April 12, 2017. The draft plan will proceed to the full BWSR board for their approval at their next scheduled meeting to be held on April 26, 2017 in St. Paul, MN. Following approval, the three-step process in the Red Lake River One Watershed, One Plan Pilot Program will be completed.
- The Wild Rice WD reported on the Lower Wild Rice Project. The District met with John Jaschke, Executive Director – BWSR and staff during the Minnesota Association of Watershed Districts (MAWD) Legislative Breakfast and Day at the Capitol to discuss moving levees and

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maintenance on RIM-type easements. Various scenarios were discussed relative to utilizing RIM processes in conjunction with reservation of rights documents to allow the project to proceed.

- The Bois de Sioux WD reported that the District is making progress with the PL-566 Planning Process. A Project Team meeting was conducted on March 28, 2017 to address the *Purpose and Needs Statement* with guidance from NRCS Engineer Dave Jones. A meeting was conducted on April 11, 2017 with the Doran City Council to explain the application process and cultivate a transparent and interactive process.

District's Funding Requests

1. Red Lake WD / Step I Submittal / Black River Impoundment Project

At the previous monthly meeting, T. Nordby, Engineer – Houston Engineering, Inc. distributed the information required for a Step I submittal and conducted a brief presentation of the project. The project will involve the construction of a flood control reservoir providing storage of floodwaters from the contributing area, and ultimately augmenting floodwater flows in the Black River, improving conveyance abilities of the downstream channel. The estimated total project cost is currently ~ \$5,500,000, with a RRWMB commitment of \$1,718,750.00.

Manager Finney explained that at the March board meeting, the board agreed to an aerial project site tour via drone which would allow the board to inspect the site via an aerial view rather than physically touring the site by motor-vehicle. The Funding Procedures in the board's Governing Documents publication require that Step I applications are to be accepted at regular monthly meetings of the RRWMB and the proposed project site must be inspected (toured) by the Board before a decision on approval is acted upon. T. Nordby, Engineer – Houston Engineering, Inc. conducted a site tour via drone of the project for the board.

Motion by Manager Johannsen to approve the Step I submittal for the Black River Impoundment Project with an approximate \$1,718,750.00 RRWMB commitment, **Seconded** by Manager Deal, **Carried**.

2. Roseau River WD / Step II Submittal / Roseau Lake Rehabilitation Project

The information required for a Step II submittal was distributed by N. Dalager, Engineer – HDR Engineering, Inc. at the February board meeting. The estimated total project cost is currently ~ \$20,000,000 with an assumed 75/25 State FDR cost-share. The District has been awarded \$2M+ in grant monies by the Lessard-Sams Outdoor Heritage Council (L-SOHC). The cost-share breakdown is as follows: State FDR/Other, \$15,000,000; RRWMB, \$3,000,000; and RRWD, \$2,000,000.

The Roseau Lake Bottom Project is intended to improve the timing of the storage that occurs within the drained lakebed. It does not create new storage, nor does it increase the peak storage volume. In fact, the total flood storage volume is reduced. Never-the-less, as modeled which assumes full drawdown, it clearly provides a local benefit by reducing both downstream peak flows and flood duration during a spring flood event. It does so by keeping Roseau River flows from entering the lakebed until downstream channel capacity is reached, saving the storage capacity that exists below that level until it can more effectively reduce downstream flood flows. That storage is released very slowly after the river falls below flood stage.

Strategic Planning Session

J. Leitch reported on the Strategic Planning Session conducted following the March board meeting and explained that he requested only board managers, along with himself and M. Lanning attend the meeting to ensure a successful outcome. J. Leitch stated that only board managers were in attendance with the session facilitated by himself and M. Lanning. Notes from the meeting were distributed that were prepared by J. Leitch, C. Fritz, and M. Lanning with assistance from J. Finney and D. Wilkens.

J. Leitch explained that prior to the session, the following three questions were distributed to board managers, staff and other individuals associated with the board:

1. As it exists today, what do you perceive as the strengths of the RRWMB?
2. As it exists today, what do you perceive as the weaknesses of the RRWMB?
3. Please list up to three specific roles or tasks you would like the RRWMB to accomplish in the next couple of years?

The questions were designed to assist in developing the STP process of planning: What's the **Situation**, What's the **Target**, and What's the **Path**? J. Leitch recommended that to keep the strategic planning process moving the board should adopt implementing the organizational chart by August 1, 2017.

Manager Johannsen referenced the Organization Chart and asked R. Harnack whether a part-time lobbyist would be necessary if an experienced Executive Director were retained by the board. R. Harnack responded that he wouldn't recommend one person filling both positions as it would be difficult to perform both positions well.

M. Jesme inquired whether this discussion is open for everyone to participate or just board members. Manager Kleinwachter inquired whether this is the only option for board consideration. Manager Finney asked about the motion specifics. J. Leitch responded that the board is considering approval of the draft organizational chart by August 1, 2017.

R. Harnack stated that since each member watershed district is represented by a manager at the board table, the discussion should be limited to board managers. B. Kleinwachter suggested that to be transparent the board should allow everyone in attendance to participate in the discussion. Manager Johannsen concurred.

M. Jesme questioned if this information is going to be distributed to member watershed districts for discussion. Manager Finney responded that the information was distributed to each board representative a week ago and it's their responsibility to distribute it to their respective watershed district.

M. Jesme referred to the two new positions listed in the organization chart and inquired whether the job descriptions, title, and salaries would be commensurate with pay equity guidelines for the State of Minnesota. Manager Finney responded that the Human Resource Committee has addressed the costs of administration which doesn't include the cost-share agreement with the RRRA for K. Weston's position or L. Frenette's salary for lobbying services. Manager Finney noted that the

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current expenditures for administration including Administrator, Project Coordinator, Public Relations,
Legal, MDNR Red River Coordinator, and Accounting Services in 2016 were ~\$300,000.

Manager Finney added that plans for next year's budget are to discontinue the Public Relations
initiative of \$36,000, R. Harnack's salary of \$80,000 will be eliminated, L. Frenette's salary for
lobbying will increase to \$40,000, and the budget for an Executive Director will be ~ \$125,000.

N. Goral inquired whether either of the two positions in the draft organization chart incorporated her
current position of Administrator. Manager Finney confirmed that the duties of Administrator are
included within the positions of the Organization Chart.

Manager Finney inquired of J. Lewis whether office space is available at the RRBC for the positions
listed in the organization chart. J. Lewis responded that adequate office space exists at the RRBC to
accommodate RRWMB staff.

Motion by Manager Johannsen to adopt Phase I of the Organization Chart of the Strategic Planning
2018 – 2023 Timeline and consider the schedule for Phase II, **Seconded** by Manager Braaten,
Carried.

Motion by Manager Deal to continue with the assistance of Strategic Management Consultants (J.
Leitch, M. Lanning, R. Harnack) until an Executive Director is retained, **Seconded** by Manager
Johannsen, **Carried**.

The next meeting will be on May 16, 2017, at 9:30 a.m. at the Sand Hill River Watershed District,
Fertile, Minnesota.

There being no further business, the meeting adjourned at 1:45 p.m.

Respectfully submitted,

Jerome Deal
Secretary

Naomi L. Goral
Administrator