



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
August 15, 2017
Wild Rice Watershed District, Ada, Minnesota

The RRWMB met on Tuesday, August 15, 2017 at the Wild Rice Watershed District, Ada, Minnesota.

In the absence of the President, Ben Kleinwachter-Vice President called the meeting to order.

Members present were: LeRoy Carriere Dan Money
 Les Torgerson Daniel Wilkens
 Greg Holmvik 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
April Swenby, Administrative Assistant – Sand Hill River WD
Myron Jesme, Administrator – Red Lake WD
Blake Carlson, Engineer – WSN Engineering, Inc.
Rita Albrecht, Northwest Regional Director – MNDNR
Nathan Kestner, Northwest Regional Manager EWR - MNDNR
Pete Waller, Board Conservationist – BWSR
Nate Dalager, Engineer – HDR Engineering, Inc.
Kevin Ruud, Administrator – Wild Rice WD
Morrie Lanning, Barr Engineering, Inc.
Chad Engels, Engineer – Moore Engineering, Inc.
Jim Ziegler, Regional Manager – MPCA
Keith Weston, Consultant – RRRA
Heidi Hughes, Public Information Consultant
LeRoy Stumpf, Congressman Peterson's Office
Julie Goehring, South Basin Manager – RRBC
Jill Wilkey, Strategy Management Team Member

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

The bills to be approved as of August 15, 2017, were as follows:

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
08/15/2017	8435	ACS	Phone line, Fax/Internet	\$132.18
08/15/2017	8436	Bois de Sioux Watershed District	Project Team Reimbursement FY2017 (Direct)	\$1,491.70
08/15/2017	8437	Brandner Printing	Invoice No. 12201 - Newsletter	\$749.52
08/15/2017	8438	Courtyard by Marriott	Meeting Expense - 07/14/17 Finance Committee	\$462.90
08/15/2017	8439	Dot.Com Connection	Website maintenance	\$349.00
08/15/2017	8440	Heidi Hughes	Public Information Consulting Services	\$1,700.69
08/15/2017	8441	Houston Engineering, Inc.	TAC - Inv. No. 35613	\$1,093.98
08/15/2017	8442	Marco Technologies LLC	Photocopier Maintenance - Invoice No. INV4476546	\$369.74
08/15/2017	8443	MCI	Long distance service	\$40.12
08/15/2017	8444	Naomi Goral	Reimbursed Expenses	\$518.47
08/15/2017	8445	Ronald D. Harnack	Project Coordinator Exp. - August 2017	\$1,029.91
08/15/2017	8446	Roseau River Watershed District	Roseau River International Watershed	\$5,000.00
08/15/2017	8447	Smith Partners PLLP	Invoice No. 39000, July 2017	\$3,077.71
08/15/2017	8448	Sun-flowers	Floral Arrangement for Don Ogaard Funeral	\$133.59
08/15/2017	8449	Verizon	Conference Calling Charges	\$67.07
08/15/2017	8450	Wild Rice Watershed District	Project Team Reimbursement FY2017	\$3,298.42
08/15/2017	8454	Jay A. Leitch	RRWMB Strategic Planning	\$8,587.87
				<u>\$28,102.87</u>

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

RRWMB Strategic Planning

J. Leitch reported that the search process for the position of Executive Director has begun which includes regional advertising in newspapers, professional associations and websites. The starting salary for the position is \$105,000 to \$120,000 annually depending on qualifications (DOQ) and offers a comprehensive benefit package including MN Public Employees Retirement Association (PERA), single health, single dental, and paid time off (PTO). The application deadline is Friday, September 29, 2017.

J. Leitch referred to the *Resolution to Adopt Position Descriptions for Executive Director and Executive Assistant and to Commence Search Process* that was passed at the previous board meeting. He noted that all applicants will be advised that the RRWMB intends to establish an office in a central public location that serves the mission of the RRWMB, such as Moorhead or Crookston, MN and that one of the early duties of the Executive Director will be to establish an appropriate office for the RRWMB within the parameters to be established by the Board of Managers.

Manager Money stated that the RRWMB requested feedback from their member districts regarding the Strategic Planning process and at least two watershed districts are on record stating they do *not* support the board establishing a public office. Manager Wilkens suggested that the board could establish an office by co-locating with the RRBC or locating in another public facility which would not require any additional expenditures. A. Swenby, Administrative Assistant of the Sand Hill River WD, suggested that the office location could be negotiated with the applicant such as within the vicinity of Moorhead or Crookston.

Manager Kleinwachter suggested that should the board decide to establish a public office the location should be within the jurisdictional area of the board which is in Minnesota. Manager Torgerson inquired whether a public office is necessary. Manager Kleinwachter stated that from a watershed district perspective, the Executive Director and Executive Assistant do not need to be in the same office.

Manager Wilkens inquired how to resolve this issue. J. Leitch stated that to conduct a successful search, the decision of whether to establish a public office must be decided.

R. Harnack stated that establishing a public office is critical for the board in terms of visibility and accessibility. He suggested considering the following three locations: Moorhead, Crookston or co-location with the RRBC in Fargo, ND. Manager Kleinwachter stated that since the inception of the RRWMB, a home office has served the board well.

C. Fritz noted that the International Water Institute co-locates with the RRBC in the Red River Watershed Center in Fargo, ND. He added that an advantage of co-locating with affiliated organizations is the synergy that's created.

Manager Carriere stated that since the RRWMB is an organization that operates utilizing tax revenues collected in Minnesota, if a public office is established it should be in Minnesota. M. Jesme concurred with Manager Carriere and noted that as the largest watershed district in Minnesota, the Red Lake WD would have difficulty supporting the establishment of an office in North Dakota.

Following discussion, the Board of Managers agreed that a special board meeting should be conducted to determine the office location of the board. **Motion** by Manager Holmvik to conduct a Special Board Meeting on Monday, August 28, 2017, at 1:30 p.m. at the Red Lake Watershed District office, Thief River Falls, MN to determine whether the office location of the board should be home or public, **Seconded** by Manager Money, **Carried**.

M. Lanning noted that it's important to let the candidates know that going to have an office. He encouraged the board to discuss what additional costs they're prepared to incur establishing a public office. R. Harnack added that should the board decide to co-locate with a member watershed district, an expectation of rental income will be perceived by the selected member watershed district.

J. Wilkey, Strategy Management Team Member, reported that since the position of Executive Director was posted, five applications have been received. She emphasized that previous experience has indicated that the best candidates come from referrals and encouraged member watershed districts and affiliated organizations to submit referrals for the open position. She added that following today's board meeting, a meeting of the Search Committee will be conducted.

Public Information Committee Report

Manager Deal, Chair of the Public Information Committee (PIC), reported that the PIC met on Tuesday, July 18, 2017, at the Blue Moose Bar & Grill, East Grand Forks, MN following the regular monthly board meeting. Those attending included H. Hughes, D. Money, G. Holmvik, M. Lanning, A. Swenby, N. Goral and himself.

Manager Deal noted the timeliness of H. Hughes developing the article on the history of the RRWMB due to the recent passing of former Executive Director, Don Ogaard. N. Goral distributed D. Ogaard's

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final article published in the board's newsletter *News & Views* prior to his retirement in December of 2002.

Manager Money explained that the PIC requested H. Hughes to attend the next Administrator's Advisory Committee (AAC) meeting to obtain feedback regarding member watershed district publicity and communication needs. He added that the PIC also asked H. Hughes to refrain from posting new information on the board's Facebook page and utilize the board's website instead.

Red River Retention Authority

K. Weston distributed the RRRRA Executive Director's Report. The joint RRWMB and Red River Joint Water Resource District (RRJWRD) meeting and tour was conducted on July 19, 2017. Thirty-three individuals participated in the tour of various projects and watershed planning efforts in the Forest River, Middle Snake Tamarac Rivers and Red Lake Watersheds.

K. Weston stated that he participated in and provided information for the 6th Annual RRV Agriculture Water Issues Forum meetings scheduled on July 18-20, 2017. He attended the meeting on July 20, 2017 in Dumont, MN which had good attendance.

K. Weston noted that he's currently working with ND NRCS to develop the best procedure to terminate a RCPP watershed agreement so NRCS can avoid sending the remaining funds in the agreement back to Treasury. The preferred option would be for NRCS to assign the remaining funds back to the RRRRA MOU for use on other projects (e.g. design work).

K. Weston reported that a teleconference was conducted on August 8, 2017 with the Red River Basin NRCS Technical Sub-committee. The Sub-committee was asked by NRCS to meet and provide input to NRCS in MN, ND and SD on resource concerns, practice lists and ranking criteria for the ACEP and EQIP programs for 2018. The issues discussed varied amongst the three NRCS states.

K. Weston stated that he's beginning to prepare for developing a display at the RRRRA booth for Big Iron days September 12-14, 2017 at the Red River Valley Fairgrounds. A banner stand will be developed along with graphics for a table-top display.

The next RRRRA meeting is scheduled for August 31, 2017 at 9:00 a.m. at the Cass County Highway Department, West Fargo, ND.

Water Quality Project Monitoring

C. Fritz distributed the IWI Monitoring and Education Activity Report. He reported that Flood Damage Reduction project condition reports (story pages) are nearing completion for Ross No. 7, North Ottawa, Brandt, and Agassiz Valley. Staff are working with project sponsors to verify report information before the final reports are made available to the public via the web portal.

C. Fritz discussed the Red River Basin Decision Information Network (RRBDIN) site. A proposal is being developed to update and migrate RRBDIN services to a more stable and manageable platform. Plans are to present to the ND and MN joint boards for consideration, if rejected, suspension of the RRBDIN platform will be recommended.

Criteria for Authorizing Member Watershed Districts to Levy Less than the Maximum

Manager Kleinwachter referred to the Finance Committee recommendation that was distributed at the previous monthly meeting. He explained that the reduction in levy would only apply to the 1 mil portion that is retained by the member watershed district.

The criteria are as follows:

1. The member Watershed District has adopted the Red River Basin minimum 20% flow reduction goal and respective acre-feet of storage for their respective watershed and developed a general storage plan depicting retention storage by sub-watershed.
2. The requesting member Watershed District has a five-year plan that includes an ongoing planning, design, acquisition and construction schedule towards achieving the minimum 20% flow reduction goal. The five-year plan would include projects in various stages of development from planning, design, acquisition and construction. The five-year plan would be updated every other year to coincide with the major state bonding cycle which requires updating the five-year plan by the end of each odd numbered year.
3. The requesting member Watershed District has an existing reserve that is equal to 2 times a 1 mil levy for their district.
4. The maximum reduction to the member Watershed District portion of the levy would be limited to 50%.
5. The member Watershed District would pass a resolution requesting the levy reduction and submit the resolution to the RRWMB for review at the May board meeting with a decision at the July board meeting.

R. Harnack stated that the criteria developed is to provide a mechanism for tax relief to member Watershed Districts who have a surplus of funds in their construction account. The levy reduction would be tied to five-year plans since member watershed districts need to adequately prepare for funding large projects.

Motion by Manager Deal to authorize the Criteria for Authorizing Member Watershed Districts to levy less than the Maximum 2 mils, **Seconded** by Manager Money, **Carried**. Following discussion, the board requested N. Goral to forward the criteria to L. Smith for review.

Project Coordinator Report

R. Harnack distributed the Project Coordinator Report. The Drainage Work Group (DWG) meeting was conducted on August 10, 2017. Minutes of the meeting were distributed. The DWG finalized responses to the Clean Water Council (CWC) on draft policy relating to storage, drainage law and watershed planning; amended and approved recommendations of the Communications Committee; and discussed the sediment/runoff option for addressing drainage system maintenance and repair.

R. Harnack reported that MPCA is considering a fee increase for their water regulatory program. J. Ziegler explained that the program is currently underfunded with the primary source of funding considered unreliable. Permit fees, which are most reliable, only fund a small portion of program costs.

Plans are to begin the rulemaking process to ensure adequate, stable funding. During the process, the permit fee schedule will be updated. Initial public comments were requested by August 14, 2017. Following the consideration of comments, MPCA will present some fee schedule options. Formal

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Red River Basin Commission

J. Goehring, South Basin Manager – RRBC, distributed information regarding the Drainage Water Management Tour scheduled for Wednesday, September 6, 2017 and Ex-Officio board meeting scheduled for September 7, 2017 in Moorhead, MN.

J. Goehring discussed the *25 by 25* water quality initiative developed by Governor Dayton resulting from the Water Summits conducted in Morris and St. Paul. The goal is to improve the State's water quality 25% by 2025. The Environmental Quality Board (EQB) is sponsoring Community Water Meetings throughout the summer for the Governor to hear from people in every part of the state about water concerns in their communities. The Northwest Minnesota Water Town Hall meeting is scheduled on Tuesday, September 5, 2017 from 6:30 – 8:30 p.m. at the University of Minnesota – Crookston Campus.

Administrator Report

A) Red River Basin Flood Damage Reduction Work Group

N. Goral reported that At the June 20, 2017 Work Group meeting, the Work Group authorized the reallocation of the unexpended fund balance to project teams. She and H. Van Offelen met to review the project team expenses incurred through June 30, 2017. The following expenses for FY 2017 were submitted to the MNDNR for reimbursement to the board:

- Quarter 1 - \$60,866.94
- Quarter 2 - \$39,358.19
- Quarter 3 - \$61,093.15
- Quarter 4 - \$198,292.81

The expenditures totaled \$359,611.09 and included the 50% cost-share requirement. The amount allocated to the Work Group for FY 2017 was \$264,000, therefore, the expenses exceeded the budget by \$95,611.09.

The meeting dates for the *20th Joint Annual Conference* in 2018 have been scheduled. The dates are **Wednesday, March 21 – Thursday, March 22, 2018** which are immediately following the March 20th RRWMB meeting.

B) Length of Service Documentation

N. Goral stated that she prepared a letter for Evelyn Ashiamah, previously employed by the board prior to the transfer of the River Watch program to the International Water Institute, regarding her start and end dates of employment. Ms. Ashiamah is now employed by the Minnesota Pollution Control Agency and works in the Watershed Project Management division.

C) Don Ogaard's Final Farewell

N. Goral explained that the end of an era in water management occurred on Thursday, August 10, 2017, when former President and Executive Director, Don Ogaard died following a stroke at the age of 90. She stated she had the privilege of working with Don for eight years until his retirement from the board in 2002.

D) List of FDIC Insured Banks

N. Goral reported that Manager Wilkens requested an updated list of banks utilized by the board to obtain rate quotes for investment of funds. The list of Federal Deposit Insurance Corporation (FDIC) insured banks in Minnesota within the Red River basin was updated and distributed.

E) Stream Gaging Cost-Share Program

N. Goral reported that the joint funding agreement between the U.S. Geological Survey (USGS) and the RRWMB for the period October 1, 2016 to September 30, 2017 has been received. The amount of \$132,270 shall be contributed to cover all of the costs of the necessary field and analytical work directly related to the program.

Motion by Manager Money to approve the joint funding agreement between USGS and the RRWMB for the stream gaging cost-share program for the period of October 1, 2016 to September 30, 2017 in the amount of \$132,270, **Seconded** by Manager Deal, **Carried**.

F) Disbursement Voucher

N. Goral reported that she and Manager Wilkens had discussed revising the language on the Disbursement Voucher related to travel per diems. She explained that the *Board Member Per Diem and Expense Reimbursement Policies* located in Section 1 of the Policy Manual are intended to follow the policies of the Minnesota Board of Water & Soil Resources. Following discussion, the board requested the Strategy Management Team to review the document.

G) Resolution to Adopt Position Descriptions for Executive Director and Executive Assistant and to Commence Search Process

N. Goral explained that following the previous monthly meeting, minor errors were noted in the resolution distributed and adopted. Following discussions with L. Smith and J. Finney, she revised the resolution with the noted proposed changes. The revised resolution was distributed for review. **Motion** by Manager Money to authorize the proposed the changes to the resolution, **Seconded** by Manager Deal, **Carried**.

H) Upcoming Meetings/Conferences

1. **Red River Basin Flood Damage Reduction Work Group**, August 16, 2017, MnDOT lower-level meeting room, Detroit Lakes, MN.
2. **RRAA Meeting**, August 31, 2017 from 9:00 a.m. to 11:00 a.m. at the Cass County office, West Fargo, ND.
3. **RRBC Drainage Water Management Tour**, Wednesday, September 6, 2017.
4. **RRBC Ex-Officio Meeting**, Thursday, September 7, 2017 at the Courtyard by Marriott, Moorhead, MN.
5. **Administrator's Advisory Committee**, Tuesday, September 12, 2017 at 1:00 p.m. at the Red Lake WD office, Thief River Falls, MN.

Red River Coordinator/TAC Report

H. Van Offelen reported that he developed an informational packet and conducted a presentation for the Joint RRWMB and RRJWRD Meeting & Tour held on July 19, 2017. The presentation highlighted retention planning and implementation efforts of RRWMB member watershed districts.

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H. Van Offelen discussed planning for outreach meetings for watershed districts and counties. The presentation developed for the Joint RRWMB and RRJWRD Meeting & Tour could be used to develop a basic presentation and outreach materials for the RRWMB. He plans to work with N. Goral to set up a schedule for them to attend future meetings to present the outreach materials.

District Reports

- The Two Rivers WD reported on the Klondike Clean Water Retention Project No. 11. The Engineer's Report has been submitted and comments have been received on the report from the MDNR and BWSR. The District anticipates submitting a Step II application to the RRWMB in October. A public hearing has been scheduled for November 1, 2017.
- The Bois de Sioux WD reported that the District is making progress with the BdSWD Direct PL-566 Planning Process. A landowner meeting was held to discuss a potential site for a detailed review for temporary storage of flood waters or an impoundment on Brandrup 9. Concurrence Point No. 3 is currently being finalized with the USACE.

District's Funding Requests

No requests for funds were submitted this month.

The next meeting will be on September 19, 2017, at 9:30 a.m. at the Sand Hill River Watershed District, Fertile, Minnesota.

There being no further business, the meeting was adjourned by acclamation at 11:55 a.m. following lunch.

Respectfully submitted,

Jerome Deal
Secretary

Naomi L. Goral
Administrator