



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
February 21, 2017
Red Lake Watershed District, Thief River Falls, Minnesota

The RRWMB met on Tuesday, February 21, 2017 at the Red Lake Watershed District, Thief River Falls, Minnesota.

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

Members present were: Jason Braaten Dan Money
Daniel Wilkens Greg Holmvik
Jerome Deal

Others present were: Naomi Goral, Administrator
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
Jim Ziegler, Regional Manager – MPCA
Kevin Ruud, Administrator – Wild Rice WD
Blake Carlson, Engineer – WSN Engineering, Inc.
Jerry Bents, Engineer – Houston Engineering, Inc.
Jeff Lewis, Executive Director – RRBC
Dave Jones, Area Engineer – USDA-NRCS
LeRoy Stumpf, Congressman Peterson's Office
Heidi Hughes
Terry Sorenson, Manager – Red Lake WD
LeRoy Carriere, Manager – Roseau River WD
April Swenby, Administrative Assistant – Sand Hill River WD
Rob Sip, Environmental Policy Specialist – MDA
Torin McCormack, Technician – Roseau River WD
Cory Gieseke, EIT – HDR Engineering, Inc.

Motion by Manager Money 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 Holmvik to approve the Treasurer's Report, **Seconded** by Manager Deal, **Carried**.

The bills to be approved as of February 21, 2017, were as follows:

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
02/21/2017	8262	ACS	Phone line, Fax/Internet	132.12
02/21/2017	8263	Adv. Engineering & Environmental Services	Public Information Consulting Services	46.00
02/21/2017	8264	Bois de Sioux Watershed District	Redpath Project - Pay Req. No. 16	76,311.32
02/21/2017	8265	Bois de Sioux Watershed District	Redpath Project - Pay Req. No. 17	192,281.99
02/21/2017	8266	Dot.Com Connection	Website maintenance	\$60.00
02/21/2017	8267	Heidi Hughes	Public Information Consulting Services	\$211.25
02/21/2017	8268	Henry Van Offelen	Meeting Expense - 01/26/17 & 01/31/17	\$23.15
02/21/2017	8269	International Water Institute	CWL River Watch - MPCA Pay Req. No. 3 (IWI No. 705)	\$39,971.83
02/21/2017	8270	Jon Schauer/Consulting Unlimited Inc.	Invoice No. 3512	\$1,170.00
02/21/2017	8271	Marco Technologies LLC	Photocopier Maintenance - Invoice No. INV4016885	\$369.74
02/21/2017	8272	MCI	Long distance service	\$40.77
02/21/2017	8273	Middle Snake Tamarac Rivers WD	Project Team Reimbursement FY2017	\$2,842.91
02/21/2017	8274	Naomi Goral	Reimbursed Expenses	\$764.50
02/21/2017	8275	Red Lake Watershed District	Project Team Reimbursement FY2017	\$11,098.45
02/21/2017	8276	Ronald D. Harnack	Project Coordinator Exp. - February 2017	\$1,753.89
02/21/2017	8277	Roseau River Watershed District	Project Team Reimbursement FY2017	\$15,000.00
02/21/2017	8278	Sand Hill River Watershed District	Webpage Maintenance - 2016	\$1,500.00
02/21/2017	8279	Smith Partners PLLP	Invoice No. 38520, January 2017	\$1,611.18
02/21/2017	8280	Western National Insurance Group	Commercial Package Renewal	\$6,596.00
02/21/2017	8281	Wild Rice Watershed District	Farmstead Ring Dike Program - Pay Req. No. 5 (Visser)	\$50,515.57
02/21/2017	8282	Wild Rice Watershed District	Farmstead Ring Dike Program - Pay Req. No. 6 (Ramstad)	\$20,026.65
02/21/2017	8283	Wild Rice Watershed District	Project Team Reimbursement FY2017	\$5,850.79
02/21/2017	8285	Lisa A. Frenette	Financial/Lobbying Consultant - February 2017	\$226.35
				\$428,404.46

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

Red River Retention Authority

Manager Deal reported that the RRRRA Executive Director Hiring Committee met on January 25, 2017 and February 15, 2017 to discuss the Executive Director position.

The responsibilities, duties, workload and costs associated with the position were reviewed and discussed. The Committee directed the RRRRA Secretary-Treasurer to provide information to Sean Fredricks, Ohnstad Twichell, P.C., and request that he draft a contract with Keith Weston regarding the Executive Director position. Mr. Weston is scheduled to assume the position of Executive Director as of March 1, 2017.

Water Quality Project Monitoring

C. Fritz distributed the IWI Monitoring and Education Activity Report. The 2017 River Watch Forum is scheduled for March 15, 2017 at the University of Minnesota – Crookston Campus.

The House and Senate bills introduced HF 560 (Kiel) & SF 399 (Johnson) for River Watch were heard in the corresponding Clean Water Legacy Committees on Monday, February 20th. The 2017-18 biennial request is \$150,000 which is an increase from the previous biennial request of \$100,000. The following schools and students represented the River Watch Program at the legislature: Marshall County Central High School (Newfolden, MN), Teacher: Katherine Melgaard, Students: Dayllyn Lofstrom & Morgan Skeim; Campbell-Tintah Secondary (Campbell, MN), Teacher: Roy Mayeda, Students: Luke Goettle and Micah Christensen; and IWI Staff: Asher Kingery and Andy Ulven.

C. Fritz reported that Grit May, GIS Specialist-IWI completed the Prioritize, Target, and Measure Application (PTMApp) for the entire budget and scope of the Roseau River watershed. The PTMApp is an application which be used by practitioners to provide the technical bridge between the general description of the types of strategies in a local water plan and the identification of implementable on-the-ground Best Management Practices (BMPs) and Conservation Practices (CPs).

N. Goral added that she has been collaborating with H. Van Offelen on the board's annual report. She explained that H. Van Offelen requested the assistance of Grit May to update some of the board's existing maps used in conjunction with the annual report and for capital improvement funding requests. N. Goral noted that in addition to utilizing the maps in the annual report and for legislative purposes, plans are to post the information on the board's website.

C. Fritz explained that the Planning Committee of the Work Group requested that he conduct a presentation at this year's 19th Joint Annual Conference on the Benefit Cost Analysis initiative undertaken as part of the Natural Resources Conservation Service Regional Conservation Partnership Program (RCPP). He requested authorization to schedule a meeting with TAC members to discuss the BCA/PL566 planning efforts and a "conceptual" project scenario. **Motion** by Manager Deal to authorize C. Fritz to schedule a TAC meeting to develop a project scenario for the upcoming conference, **Seconded** by Manager Money, **Carried**.

Project Coordinator Report

In the absence of Ron Harnack, the Project Coordinator Report was distributed. The current bonding bill contains \$11.5 million for flood damage reduction projects that were included in last year's bonding bill that failed. However, these funds are insufficient to address member district priority projects not to mention those bills currently being drafted regarding statewide flood hazard mitigation requests. Plans are to schedule a hearing with the bonding committee to combine all flood hazard mitigation bills together in one hearing and increase the total bonding bill to ~ \$20 million.

Public Information Committee Report

Manager Deal, Chair of the Public Information Committee (PIC), referred to the discussion that occurred at the December board meeting during which it was reported that at the October PIC meeting N. Goral was directed to inquire whether Heidi Hughes, who had previously been retained as the board's Public Information Officer, would be interested in providing these services to the board.

Manager Deal also explained that following the January board meeting, members of the PIC discussed retaining H. Hughes for public information consulting services prior to the Joint Annual Conference with Manager Finney. Following this discussion, N. Goral was directed to retain H. Hughes for public information consulting services.

N. Goral stated that prior to today's board meeting, she discussed executing a contract between H. Hughes and the board with Manager Finney who directed her to revise the standard contract utilized previously for other individuals performing this role for the board. (**Revision** At the March 21, 2017 board meeting, Manager Finney requested it be noted for the record that he did not recall the above-referenced conversation.)

Manager Deal explained that a draft contract had been forwarded to H. Hughes prior to today's meeting, and she requested obtaining clarification from her attorney regarding the termination clause. N. Goral added that the existing contract included verbiage for the board to terminate the agreement at its convenience, but there was no mention of a termination provision for the consultant.

Motion by Manager Deal to authorize Manager Kleinwachter to execute the contract with H. Hughes for a one-year period following revising the agreement to include a termination clause for consultant, **Seconded** by Manager Braaten, **Carried**.

RRWMB Funded Organizations

Manager Kleinwachter explained that following the board retreat conducted in January, the board requested the RRBC, IWI and MDNR to develop responses as to how their organizations could assist the board in completing the tasks outlined in the Scope of Project Coordination Services.

J. Lewis stated that following a review of the Scope of Services developed for the position of Project Coordinator, he determined that the RRBC is currently performing a majority of the tasks. He suggested that although several RRBC initiatives are intertwined with those of the RRWMB, improvements in coordination of services could occur between the two organizations.

C. Fritz explained that the RRWMB annually funds IWI to implement the River Watch Program. The funds received from the board are to administer and deliver the program. C. Fritz noted that similarly if the board could specifically identify what task it's requesting from IWI, a determination could be made whether a product could be delivered.

Manager Kleinwachter referred to the board's mission statement and suggested that rather than inquiring from external agencies what services could be performed for the board, the board should review their goals and objectives and determine its own plan of action.

Manager Wilkens added that several organizations currently operating within the Red River basin were initiated as a result of board action. He concurred with Manager Kleinwachter that the board needs to determine what staff positions are needed by the board to accomplish its goals and objectives.

Manager Deal noted that the board has addressed the lobbying duties within the financial coordination component of the RFP developed for Project and/or Financial Coordination Consulting Services, however, the duties for the position of Project Coordination Consultant still need to be discussed. He cautioned that the initiative to fill the position of Project Coordinator should not be impeded by the board's fiscal constraints.

J. Lewis stated that organizations in the Red River basin need to capitalize on opportunities to promote each other's initiatives whenever possible. N. Goral referred to the Joint Communications Team comprised of the board's PIC and the Work Group's Communications Committee and

suggested that, with the assistance of H. Hughes, informational handouts could be developed for use by all interested organizations to further public information and outreach in the Red River basin.

H. Van Offelen explained that since assuming the position of Red River Coordinator he has transitioned from tasks that were once high priority such as the USACE Watershed Feasibility Study (WFS) which is now nearly completed to focusing on other duties in the job description including completing annual reports. He also noted his involvement with R. Harnack as Project Coordinator about developing information obtained from member districts for use in legislative handouts.

C. Fritz added that project development and planning must be an ongoing process that's constant. Manager Deal stated that the board needs to consider how to address filling the vacated position of Project Coordinator following R. Harnack's retirement.

Manager Kleinwachter noted that this discussion should include the entire the board. Manager Money concurred and suggested that the board conduct a strategic planning meeting.

C. Fritz suggested that the board retain a facilitator to conduct the discussion. Dr. Leitch offered to facilitate the strategic planning session for the board. Following discussion, the board agreed to conduct a strategic planning meeting on March 21, 2017 following the board meeting at the Courtyard by Marriott, Moorhead, MN. Manager Kleinwachter added that responses received from member watershed districts regarding additional services requested from the board could be discussed during the strategic planning meeting.

Administrator Report

A) 19th Joint Annual Conference

N. Goral reported that the regular board meeting in March is scheduled for the day prior to the conference on Tuesday, March 21, 2017.

The Work Group's Communication Committee met on January 31, 2017 at the Detroit Lakes Wetland Management District office. The conference agenda was finalized and tasks associated with conference preparation were assigned to committee members. Please refer to handouts.

B) Member District Visits

N. Goral stated that on Monday, February 6, 2017, she attended the Middle Snake Tamarac Rivers WD board meeting. In addition to annually funded programs of the board, the following board funded studies were discussed: the Red River Basin Mapping Initiative, the Distribution Detention Strategy in Member Watershed Districts, and the Benefit-Cost Analysis (BCA) Template. A summary of recent MSTRWD initiatives funded by the RRWMB were also presented to the board.

C) Board Retreat

N. Goral stated that as a follow-up to the board retreat conducted on January 16, 2017, she circulated the RFP for the position of Project and/or Financial Coordination Consultant to the RRBC, IWI, and the MDNR and requested responses whether their organizations could assist the board with completing the tasks included in the Scope of Project Coordination Services. Responses will be discussed at today's meeting.

At the board retreat, the Board of Managers addressed retaining Joel Heitkamp from KFGO to broadcast live from the conference. N. Goral explained that the MDNR indicated they were unable to cost-share for this expense for upcoming conferences and the board requested that she

inquire whether a reduced funding package was available. She contacted the program manager at KFGO who offered to reduce the cost from \$3,000 to \$2,500. Following discussion, the board agreed to retain the services of Joel Heitkamp for \$2,500.

N. Goral stated that the Board of Managers also requested at the board retreat that she inquire of member districts what additional services sponsored by the RRWMB could be provided. Please refer to handouts.

D) Upcoming Meetings/Conferences

1. **Senator Mark Johnson (R) District 01**, Meet & Greet, 2:00 – 4:00 p.m., Friday, March 3, 2017, Warren, MN. Location, tbd.
2. **19th Joint Annual Conference (March Conference)**, Wednesday, March 22, 2017 - Thursday, March 23, 2017, Courtyard by Marriott, Moorhead, MN.
3. **2017 Legislative Breakfast and Day at the Capitol**, Wednesday, March 29, 2017 – Thursday, March 30, 2017, Embassy Suites, 175 10th St. E, St. Paul, MN 55101.

Red River Coordinator/TAC Report

H. Van Offelen distributed the TAC report. The TAC met on February 17, 2017 and reviewed and updated the 2017 TAC Roles and Responsibilities document. The development of a project checklist was discussed to ensure that all steps are completed as a project progresses through the step submittal process. Plans are to have the checklist completed by the March board meeting.

H. Van Offelen reported that the TAC conducted a conference call to review relevant material for drafting a comment letter on the Tiered Aquatic Life Uses (TALU) classification system. The TAC determined that a significant concern for the proposed assessment process was that it does not provide for adequate formal engagement of local resource professionals either early or late in the process and no provisions are included for appealing designated decisions. H. Van Offelen extended his thanks to Corey Hanson, Water Quality Coordinator – Red Lake WD, for his involvement in developing and sending the letter to MPCA.

District Reports

- The Red Lake WD reported on the Red Lake River One Watershed, One Plan project (1W1P). The 1W1P was approved by the Policy Committee for the 60-day public review and was sent to BWSR on February 1, 2017. An official end date for the public review period has not yet been designated, however, the District anticipates the review period should end the first or second week of April.
- The Wild Rice WD reported on the Goose Prairie Project. The District conducted a meeting with landowners to provide an update on the status of the project. The need to obtain

minimum flowage easements was discussed. The District plans to request funding from Lessard-Sams Outdoor Heritage Council (L-SOHC) and should their request be approved, after securing all flowage easements construction could begin in 2018.

District's Funding Requests

1. **Roseau River WD / Step II Submittal / Roseau Lake Rehabilitation Project**

N. Dalager distributed the information required for a Step II submittal. The estimated total project cost is currently ~ \$20,000,000, with a RRWMB commitment of \$3,000,000.00.

The Board of Managers directed the TAC to review the information and provide a recommendation at the March 21, 2017 board meeting.

The next meeting will be on March 21, 2017, at 9:30 a.m. at the Courtyard by Marriott, Moorhead, Minnesota.

There being no further business, the meeting was adjourned by acclamation at 12:10 p.m. following lunch.

Respectfully submitted,

Jerome Deal
Secretary

Naomi L. Goral
Administrator