



**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**  
**January 17, 2017**  
**Courtyard by Marriott, Moorhead, Minnesota**

The RRWMB met on Tuesday, January 17, 2017 at the Courtyard by Marriott, Moorhead, 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  
Henry Van Offelen, Red River Coordinator  
Chuck Fritz, Director – International Water Institute  
Nate Dalager, Engineer – HDR Engineering, Inc.  
Morrie Lanning, Barr 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.  
Chad Engels, Engineer – Moore Engineering, Inc.  
Michelle Swenson, Administrator – Bois de Sioux WD  
Allen Wold, Manager – Bois de Sioux WD  
Linda Vavra, Manager – Bois de Sioux WD  
Heidi Hughes  
Jason Braaten, Manager – Roseau River WD  
April Swenby, Administrative Assistant – Sand Hill River WD  
Rita Albrecht, Northwest Regional Director – MDNR  
LeRoy Stumpf, Congressman Peterson's Office

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

The bills to be approved as of January 17, 2017, were as follows:

Date	Num	Name	Memo	Amount
01/17/2017	8236	ACS	Phone line, Fax/Internet	\$132.12
01/17/2017	8237	Adv. Engineering & Environmental Services	Public Information Consulting Services	\$144.25
01/17/2017	8238	Dot.Com Connection	Website maintenance	\$90.00
01/17/2017	8239	International Water Institute	Runoff Based Drainage Assess. P16-5933 - Pay Req. No. 3 (Final)	\$9,418.20
01/17/2017	8240	International Water Institute	Distributed Detention Study - BCA	\$50,646.64
01/17/2017	8241	International Water Institute	RRBFDRWG - Pay Req. No. 1 (FY17)	\$34,798.87
01/17/2017	8242	Jon Schauer/Consulting Unlimited Inc.	Invoice No. 3510	\$1,356.53
01/17/2017	8243	Marco Technologies LLC	Photocopier Maintenance - Invoice No. INV3929135	\$369.74
01/17/2017	8244	MCI	Long distance service	\$41.78
01/17/2017	8245	Naomi Goral	Reimbursed Expenses	\$488.47
01/17/2017	8246	Red River Basin Commission	Co-location Proposal - Annual Rental Contribution	\$15,000.00
01/17/2017	8247	Red River Retention Authority	Annual Cost-share - 1st half of 2017	\$20,997.50
01/17/2017	8248	Ronald D. Harnack	Project Coordinator Exp. - January 2017	\$527.21
01/17/2017	8249	Smith Partners PLLP		\$4,436.19
01/17/2017	8250	Widseth Smith Nolting & Assoc., Inc.	Invoice No. 114236	\$320.00
01/17/2017	8251	Courtyard by Marriott	Meeting Expense - 01/16/17 & 01/17/17	\$1,133.59
01/17/2017	8252	HDR Engineering, Inc.	Invoice No. 1200030553	\$1,153.96
01/17/2017	8253	Liberty Mutual Insurance Company	Bond Renewal	\$821.00
				<b>\$141,876.05</b>

**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.

### Annual Board Organization

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

President Finney asked for nominations for Vice President of the Board. Manager Deal nominated Manager Kleinwachter 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 Ben Kleinwachter for Vice President by Manager Money, **Seconded** by Manager Carriere, **Carried**.

President Finney asked for nominations for Secretary of the Board. Manager Wilkens 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 Kleinwachter, **Seconded** by Manager Money, **Carried**.

President Finney asked for nominations for Treasurer of the Board. Manager Deal 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 Money, **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 17, 2017.

On a **motion** by Manager Carriere, **seconded** by Manager Money, 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 17, 2017.

On a **motion** by Manager Ose, **seconded** by Manager Deal, 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 53.5 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 17, 2017.

On a **motion** by Manager Deal, **seconded** by Manager Money, 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, 1/21/14, and 5/19/15.

#### **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 17, 2017.

On a **motion** by Manager Wilkens, **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**

Manager Finney reported that the RRRRA advertised for the part-time position of Executive Director. This position will serve as a liaison to the Natural Resources Conservation Service (NRCS) to advance the development of floodwater retention projects throughout the basin and promote initiatives endorsed by the RRRRA. Four applications were received for the position with plans to select a final candidate within the next 30 days.

Manager Finney stated that he was notified by Anne Simmons of Congressman Peterson's office regarding USDA's announcement of an additional \$252 million available through the Regional Conservation Partnership Program (RCPP). This is the fourth announcement for program funding available through NRCS to locally driven, public-private partnerships that improve the nation's water quality, combat drought, enhance soil health, support wildlife habitat, and protect agricultural viability. Applicants must match or exceed the federal award with private or local funds.

### **Water Quality Project Monitoring**

C. Fritz distributed the IWI Monitoring and Education Activity Report. In preparation for the 2017 River Watch Forum scheduled for March 15, 2017 at the University of Minnesota – Crookston Campus, staff have been busy doing school visits in December and January. These visits have focused on elementary lesson development, poster creation and video production. During the forum, River Watch teams summarize and showcase results from their river/stream monitoring efforts and demonstrate knowledge of their local watersheds.

C. Fritz reported that the IWI face-to-face board meeting is scheduled on January 18<sup>th</sup> at the Ramada Plaza & Suites. Manager Wilkens stated that he represents the RRWMB on the IWI board and noted the importance of those organizations that assisted in the development of the IWI stay connected to the organization.

### **Project Coordinator Report**

In the absence of Ron Harnack, the Project Coordinator Report was distributed. The Governor's bonding proposal includes funding for both Halstad and Redpath. Bills are being introduced for each of the House and Senate legislative districts.

The Governor has committed \$10 million for counties and watershed districts to assume jurisdiction over buffers. Manager Kleinwachter inquired about the oversight agency for those who have jurisdictional authority. Manager Money responded that Soil & Water Conservation Districts (SWCDs) report violations to enforcement agencies. Manager Deal added that the Minnesota Association of Watershed Districts (MAWD) is developing legislation to clarify the buffer initiative.

N. Goral distributed the consulting agreement between the board and Frenette Legislative Advisors (FLA) for the position of Financial Coordination Consultant. The payment of services states the RRWMB will pay the consultant a fee of \$25,000 from January 1, 2017 through June 30, 2017, and from the period of July 1, 2017 through June 30, 2019 the RRWMB will pay the consultant a fee of \$80,000 in equal monthly installments. **Motion** by Manager Kleinwachter to authorize the consulting agreement between the RRWMB and FLA as above-referenced, **Seconded** by Manager Ose, **Carried**.

J. Ziegler reported that the Minnesota Pollution Control Agency (MPCA) has posted notice for comment on adoption of Tiered Aquatic Life Uses (TALU) rules. The MPCA published its notice of intention to adopt proposed rule amendments to state water quality standards which would establish a TALU framework and modify Class 2 Beneficial Use Designations on December 19, 2016. The notice states that MPCA will hold a public hearing on the proposed rules if 25 or more persons submit written requests during the 45-day comment period which ends on February 2, 2017.

J. Ziegler explained that Will Bouchard, Research Scientist – MPCA, attended last year's Joint Annual Conference and discussed the TALU framework. At the conference, Bouchard stated that the proposed rule amendments represent significant revisions to the water quality standards of the state's aquatic life use classification. It builds upon existing water quality standards to improve how water quality in streams and rivers are monitored and managed. Additionally, these changes will advance the ability to identify stressors and develop effective mechanisms to improve and maintain the condition of waters in Minnesota.

H. Van Offelen suggested that the TAC could review the proposed rule amendments and develop a written response on behalf of the board. Following board discussion, Manager Finney directed the TAC to develop a written response on behalf of the board and forward to MPCA prior to the end of the comment period.

## **Administrator Report**

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

N. Goral reported that beginning on Jan. 1, 2017, the standard mileage rate for the use of a car (also vans, pickups or panel trucks) will be **53.5** cents per mile for business miles driven, down from 54 cents in 2016.

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

N. Goral stated that the 2016 year-end tax information has been prepared and distributed. Please review for accuracy your W-2's and 1099's and report any discrepancies that should be corrected.

### **C) 19<sup>th</sup> Joint Annual Conference**

N. Goral noted that the Joint Annual Conference (March Conference) has been scheduled for March 22-23, 2017 at the Courtyard by Marriott & Conference Center, Moorhead, MN.

The regular board meeting in March is scheduled for the day prior to the conference on Tuesday, March 21, 2017.

### **D) Member District Visits**

N. Goral stated that on Wednesday, January 11, 2017, she attended the Wild Rice WD board meeting. In addition to annually funded programs of the board, other board funded studies were discussed including: the Red River Basin Mapping Initiative, the Distribution Detention Strategy in Member Watershed Districts, and the Benefit-Cost Analysis (BCA) Template. She also presented a summary of recent Wild Rice WD initiatives funded by the RRWMB.

**E) Board Retreat**

N. Goral explained that at the December 20, 2016 board meeting, the Board of Managers scheduled a board retreat for Monday, January 16, 2017, to continue discussion on several items that were addressed at the December 9, 2016 meeting at the Watershed Center, in Fargo, ND.

The position of **Project Coordination Consultant** was discussed. As was previously agreed at the December 20, 2016 board meeting, the Board of Managers requested N. Goral to distribute the December 9, 2016 minutes and the Request for Proposals (RFP) that was circulated by the board for the position of Project and/or Financial Coordination Consultant to the organizations that attended the meeting (namely the RRBC, IWI, and MDNR) and indicate whether their organization could assist the board with completing the tasks included in the Scope of Project Coordination Services.

The Board of Managers further noted that a **deadline of Friday, February 17, 2017** should be included in the request for the information to be addressed at the February 21, 2017 board meeting.

The **Joint Annual Conference** was discussed. Manager Finney referred to the outreach efforts previously discussed by K. Weston which included plans for **NRCS to develop and host workshops** throughout the basin highlighting soil health management and drainage water management. Following discussion, it was agreed that this venue would be ideal for one of the workshops.

**Manager and/or Administrator training sessions** were discussed. A similar workshop has been conducted at previous annual conferences and the Board of Managers agreed that another session would be beneficial to host again this year. Suggestions were to inquire with Matt Fischer – BWSR about conducting the workshop.

The Board of Managers addressed retaining **Joel Heitkamp from KFGO** to broadcast live from the conference. N. Goral reported that the MDNR indicated that they would be unable to cost-share for this expense for upcoming conferences. The board requested N. Goral to inquire whether a reduced funding package was available.

The board discussed **Project Team leadership** and whether facilitation services were needed to accelerate the project team process. Manager Deal offered to address this issue at an upcoming Work Group meeting and suggest funding this initiative at a 50/50 cost-share between the board and Work Group.

**“Who is the Face of the RRWMB?”** After considerable discussion, the following **public information opportunities** were suggested:

- Member watershed districts are encouraged to attend county and township board meetings and discuss the benefits of local and *regional* relationships with watershed districts.
- The Administrator should be the “local” face of the RRWMB, attending member watershed district and regional county commissioner meetings.
- The Project Coordinator/Lobbyist should be the “legislative” face of the RRWMB, representing the board at the Capitol.
- Public information handouts should be developed and ready for distribution.
- The Board of Managers directed N. Goral to **inquire of member districts about what additional services** sponsored by the RRWMB they would be interested in utilizing. A deadline of Friday, February 17, 2017 was also suggested for this request.

**F) Upcoming Meetings/Conferences**

1. **Red River Basin Commission's 34<sup>th</sup> Annual Red River Basin Land & Water International Summit Conference**, 1:00 p.m., January 17-19, 2017, at the Ramada Plaza & Suites, Fargo, ND.
2. **19th Joint Annual Conference (March Conference)**, Wednesday, March 22, 2017 - Thursday, March 23, 2017, Courtyard by Marriott, Moorhead, MN.

**Red River Coordinator/TAC Report**

H. Van Offelen reported that the TAC met in January and discussed impoundment design, mitigation design and credits, and reviewed data collected.

H. Van Offelen noted that he's been preparing the board's annual report and plans to have a draft report ready for the February board meeting. Plans are to begin scheduling meetings with county boards in May or June.

H. Van Offelen noted that he's been meeting with the Work Group's Communications Committee in preparation for the upcoming Joint Annual Conference. Currently, there are three workshops scheduled for the first day of the conference including Manager Training by BWSR, a Drainage Seminar sponsored by the Minnesota Department of Agriculture (MDA), and an NRCS workshop.

**District Reports**

- The Roseau River WD reported on the Roseau Lake Rehabilitation Project progressing through the RCPP. The District is continuing to conduct Project Team and committee meetings. Concurrence Point No. 2 is under development as well as the Environmental Assessment Worksheet (EAW) and wetland delineation/mitigation planning. A Step II submittal will be presented at the February board meeting.
- The Wild Rice WD reported on the Lower Wild Rice Project. The District is in the process of completing two appraisals to begin the process of acquiring land for the project.
- The Bois de Sioux WD reported on the Redpath Impoundment Project. The District is actively working to acquire the remaining land necessary for the project and have completed appraisals and landowner meetings.

**District's Funding Requests**

No requests for funds were submitted this month.

**Human Resource Committee Report**

Manager Finney reported that following the board retreat on Monday, January 16, 2017, the Human Resource Committee (HRC) met and discussed N. Goral's position as Administrator. The employment agreement between N. Goral and the RRWMB was discussed relative to compensation, health and retirement benefits, job description and duties.

Manager Finney reported that a performance review with N. Goral will be scheduled following the development of other impending job descriptions.

The next meeting will be on February 21, 2017, at 9:30 a.m. at the Red Lake Watershed District, Thief River Falls, Minnesota.

There being no further business, the meeting was adjourned by acclamation at 11:15 a.m. following lunch.

Respectfully submitted,

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Jerome Deal  
Secretary

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Naomi L. Goral  
Administrator