



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 18, 2017

East Grand Forks Campbell Library, East Grand Forks, Minnesota

The RRWMB met on Tuesday, July 18, 2017 at the East Grand Forks Campbell Library, East Grand Forks, 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
Lisa Frenette, Financial Coordinator
Henry Van Offelen, Red River Coordinator
Chuck Fritz, Director – International Water Institute
Dr. Jay Leitch
Myron Jesme – Administrator, Red Lake WD
Nate Dalager, Engineer – HDR Engineering, Inc.
Kevin Ruud, Administrator – Wild Rice WD
Morrie Lanning, Barr Engineering, Inc.
Jerry Bents, Engineer – Houston Engineering, Inc.
Jim Ziegler, Regional Manager – MPCA
Keith Weston, Consultant – RRRA
Willis Goll, Agricultural Engineer – NRCS
Tony Nordby – Engineer, Houston Engineering, Inc.
Heidi Hughes, Public Information Consultant
Tracy Halstensgard, Administrator – Roseau River WD
LeRoy Stumpf, Congressman Peterson's Office
Leah Thvedt, Conference & Outreach Coordinator – RRBC
Theresa Olson, Asst. Regional Mgr, Ecological & Water Resources – MDNR
Nicole Bernd, District Manager – West Polk SWCD
Jill Wilkey, Strategy Management Team Member
Philip Swenson, Manager – Sand Hill River WD
Roger Anderson, Manager – Two Rivers WD
Roger Hanson, Manager – Sand Hill River WD
April Swenby, Administrative Assistant – Sand Hill River WD
Roger Mischel, Manager – Middle Snake Tamarac Rivers WD
Allen Wold, Manager – Bois de Sioux WD

Manager Finney inquired about the disbursements made to the Buffalo-Red River WD listed in the June 20, 2017 minutes. N. Goral responded that the disbursements were for project team expenses incurred by the Buffalo-Red River WD and reimbursed by the Work Group through state grant funds administered by the RRWMB. Manager Finney requested N. Goral to inquire whether the board can charge a grant administration fee for the additional documentation required for administering the state grant.

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

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

Date	Num	Name	Memo	Amount
07/18/2017	8408	ACS	Phone line, Fax/Internet	\$132.18
07/18/2017	8409	Dot.Com Connection	Website maintenance	\$30.00
07/18/2017	8410	East Grand Forks Campbell Library	Meeting Expense - Room rental	\$50.00
07/18/2017	8411	HDR Engineering, Inc.	Invoice No. 1200061379	\$1,262.31
07/18/2017	8412	Jon Schauer/Consulting Unlimited Inc.	Invoice No. 3517	\$1,320.00
07/18/2017	8413	Kris Versdahl & Associates, Inc.	Invoice Dated 07-17-17	\$550.00
07/18/2017	8414	Lisa A. Frenette	Financial/Lobbying Consultant - May, June, July 2017	\$165.52
07/18/2017	8415	Marco Technologies LLC	Photocopier Maintenance - Invoice No. INV4406321	\$369.74
07/18/2017	8416	MCI	Long distance service	\$37.89
07/18/2017	8417	Minnesota Department of Natural Resources	Invoice No. 225594 - July 1, 2017 - June 30, 2018	\$28,000.00
07/18/2017	8418	Moore Engineering, Inc.	Invoice Nos. 15812, 16053 - TAC Meetings	\$3,392.45
07/18/2017	8419	Naomi Goral	Reimbursed Expenses	\$494.05
07/18/2017	8420	Ronald D. Harnack	Project Coordinator Exp. - July 2017	\$1,568.63
07/18/2017	8421	Verizon	Conference Calling Charges	\$67.07
07/18/2017	8422	Widseth Smith Nolting & Assoc., Inc.	Invoice No. 117515 - TAC	\$545.83
07/18/2017	8424	Heidi Hughes	Public Information Consulting Services	\$3,721.89
				\$41,707.56

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 2018 proposed annual budget that was developed by the Finance Committee. The draft budget included projected expenses for 2018 based on a comparison of the previous year's actual vs. budgeted expenses as well as projected expenses developed relative to the proposed strategic plan.

Prior to discussion, Managers Wilkens and Money requested Roger Hanson and Roger Anderson, respectively, to participate in the discussion and vote.

Manager Deal, Chair of the Finance Committee, reviewed the 2018 proposed annual budget. He discussed the following revisions made to the proposed strategic plan column in the draft budget:

- Include the current Administrator salary of \$85,000.
- Increase the PERA benefit to \$20,000 to account for two employees.
- Reduce Audit Expense to \$5,000.
- Reduce Computer Consultant fees from \$12,000 to \$6,000.
- Increase Computer Equipment and Office Furniture from \$4,000 to \$5,000.
- Reduce Legal Fees to \$25,000.
- Reduce Financial Coordination Services for lobbying from \$80,000 to \$40,000.
- Combine line item Publicity with Advertising/Promotion/Publicity and increase to \$10,000.
- Reduce Public Information Consulting from \$36,000 to \$10,000.
- Reduce Website Maintenance from \$10,000 to \$2,000.

Manager Finney added that the Finance Committee spent considerable effort to revise the 2018 proposed annual budget to coincide with the proposed strategic plan. **Motion** by Manager Deal to approve the 2018 proposed annual budget to coincide with the proposed strategic plan, **Seconded** by Manager Kleinwachter, discussion followed.

Manager Hanson noted that the total administrative expenses listed in conjunction with the strategic plan are \$532,963 compared to the previous projected 2018 annual budget of \$454,625. He explained that the Sand Hill River WD was under the impression that the new management structure outlined in the strategic plan would not result in an increase of administrative costs.

Manager Finney explained that the Finance Committee significantly reduced the costs associated with the Computer Consultant and Public Information Consulting and each line item expense was evaluated and determined to be a realistic projection of estimated expenses.

Manager Hanson inquired whether services provided by the Computer Consultant would be utilized only if problems existed. N. Goral responded that the Computer Consultant would be retained only to address problems as they arise.

R. Harnack added that there could be some transitional costs to consider regarding the proposed strategic plan budget such as the location of establishing a board office. Manager Kleinwachter inquired whether office space or rent was included in the proposed budget. Manager Finney responded that the board subsidizes rent to the Red River Basin Commission (RRBC) annually of \$15,000 and there is adequate space available in their offices for the new positions of Executive Director and Executive Assistant.

Manager Kleinwachter noted his concern about the board establishing an office outside of their jurisdictional area. R. Harnack stated that the board is obligated to conduct meetings within their jurisdictional area, but does not have to establish an office within such area. He suggested that if the board were considering establishing an office in North Dakota, a public hearing should be conducted to obtain feedback.

As there was no further discussion, a vote was taken. The **motion carried** unanimously.

Manager Deal reviewed the Finance Committee recommendation developed on July 14, 2017 regarding criteria for authorizing member watershed districts to levy less than the maximum 2 mills.

The goal of establishing the criterion is to ensure that projects continue to progress in various stages so that maximum federal funds can be leveraged and funds won't have to be returned. Each member Watershed District has a different retention goal as well as a different mil levy capacity. If using the storage goals for each Watershed District, it seems to provide a reasonable degree of equity among Watershed Districts.

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.

Manager Kleinwachter inquired whether the goal of establishing the criteria is simply to provide a method to allow member Watershed District to levy less. Manager Finney responded 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. Manager Finney further noted that the levy reduction is tied to five-year plans since the member Watershed Districts needs to adequately prepare for funding large projects. Manager Deal added that the criteria distributed is for discussion purposes only and should be reviewed by each member Watershed District Board of Managers prior to adoption.

R. Harnack added that although all member Watershed Districts have five-year plans, some are more aggressive than others. He noted his concern relative to securing future state funding for projects and the uncertainty of obtaining federal funding. M. Jesme added that the criteria developed for member Watershed Districts to reduce their levy relates only to the local Watershed District portion of the levy, not the amount that's remitted to the RRWMB.

The Board discussed the tax levy rate determination. Manager Finney stated that R. Harnack referred to future state bonding and federal funding as uncertain and, therefore, additional project funding could be sought from the board for local project funding. Manager Finney added that when the board reduced their levy from 100% to 75% it was in response to an increase in local land values which allowed the board to levy a reduced amount but receive nearly the same amount in levies.

Manager Wilkens stated that now land values have decreased ~ 25%. Manager Deal noted that although their land values have decreased somewhat, the levy is collected a year behind and the board must project for the future. R. Harnack suggested increasing the levy to 100% to provide for adequate project funding. Manager Carriere added that their Watershed District needs to levy at 100% to account for the state land located within their District that isn't included in the levy calculation.

W. Goll inquired about projects progressing with Regional Conservation Partnership Program (RCPP) funds. K. Weston responded that discussion has occurred with C. Fisher – North Dakota State NRCS Engineer, who indicated that projects that have progressed far enough in the design phases could be eligible to receive construction funding next year.

Motion by Manager Ose to increase the levy to 100% (.0004836), **Seconded** by Manager Carriere, discussion followed.

Manager Kleinwachter noted that within his Watershed District there is considerable discussion about the RRWMB levy and how these funds are utilized. Manager Anderson referred to projects progressing in the Two Rivers WD and noted the importance of receiving RRWMB funds for land acquisition.

Manager Holmvik explained that the consequences of reducing the levy will be realized when the board authorizes an increase to 100%. Manager Deal concurred but noted that at the time the levy was reduced it was in response to a decrease in land valuation.

As there was no further discussion, a roll call vote was taken. Managers Carriere, Anderson, Ose, Hanson, Holmvik and Deal voted yea, Manager Kleinwachter voted nay, motion carried. Manager Finney abstained.

Roger Hanson and Roger Anderson returned their positions to Managers Wilkens and Money.

RRWMB Strategic Planning

J. Leitch requested R. Harnack to discuss the *Resolution to Adopt Position Descriptions for Executive Director and Executive Assistant and to Commence Search Process*. R. Harnack distributed the resolution that was forwarded to the Board of Managers prior to today's meeting. He explained that the resolution discussed that due to his upcoming retirement, the board commenced a strategic planning process to review the staffing needs of the organization. The resolution states that the board adopts the two position descriptions and directs that the search process proceed as follows:

1. The Strategic Planning Consultant (J. Leitch) is authorized to post and publicize immediately the position of Executive Director as presented with an application deadline of 5:00 p.m. Friday, September 29, 2017.
2. A working group (search committee) is established with the following members (three RRWMB members, the Financial Coordinator, the Strategic Planning Consultant, and one Watershed District Administrator for the purpose of guiding and assisting with the process of soliciting applications from qualified individuals for Executive Director.
3. 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, 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.
4. The position of the current Administrator will continue until an Executive Director is hired and commences employment; at that time, the position of Administrator will be eliminated, and the RRWMB Board of Managers will determine the appropriate process for filling the position of Executive Assistant.

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Manager Kleinwachter inquired whether the search committee would screen applications and make recommendations to the full board. R. Harnack responded that the search committee would follow the procedural requirements as outlined in the resolution and memo prepared by L. Smith.

R. Harnack also noted the importance of notifying the applicants for the Executive Director position that the RRWMB plans to designate a formal office. Manager Money added that documentation from member Watershed Districts has indicated that they do not support establishing a formal office. R. Harnack stated that the strategic planning team could discuss various options for establishing an office such as co-locating with the RRBC or locating in another public facility.

R. Harnack referred to the position description for the Executive Director specifically regarding the Key Qualifications including a Baccalaureate degree required and suggested that the word *required* be changed to *preferred*. **Motion** by Manager Ose to change the word *required* in Key Qualifications in the position description for Executive Director to *preferred*, **Seconded** by Manager Carriere, **Carried**.

Manager Wilkens discussed item no. 2 in the search process outlined in the resolution and suggested that in line three, it should state *one watershed district administrator who is NOT an applicant*.

It was moved by Manager Wilkens and seconded by Manager Holmvik to approve the *Resolution to Adopt Position Descriptions for Executive Director and Executive Assistant and to Commence Search Process* with the above-referenced changes. As there was no further discussion, a vote was taken. The **motion carried** unanimously.

Manager Finney requested volunteers from the board for the Search Committee. Managers Holmvik, Carriere, and Deal offered to be on the committee. Manager Finney requested that M. Lanning and R. Harnack from the Strategic Management Team be on the committee with M. Lanning presiding as Chair.

J. Wilkey, Strategic Planning Team member, noted that the search process for the position of Executive Director will begin immediately. A regional search will be conducted including advertising in newspapers, professional associations and websites. M. Jesme inquired about how to gauge success in managing a board of managers. J. Wilkey responded that during the interview process open-ended questions will be utilized to identify certain characteristics.

Red River Retention Authority

K. Weston distributed the RRRA Executive Director's Report. He reported on the 6th Annual RRV Agriculture Water Issues Forum meetings scheduled for July 18-20, 2017. He has developed information that will be distributed at the meetings and plans to attend the meeting on July 20, 2017 in Dumont, MN.

K. Weston discussed the joint RRWMB and Red River Joint Water Resource District (RRJWRD) meeting and tour scheduled for Wednesday, July 19, 2017. An agenda, tour itinerary and tour map were distributed.

K. Weston stated that he was contacted by C. Fisher, NRCS North Dakota State Conservation Engineer, regarding the possible availability of NRCS Watershed Operation funds for design work and construction on watershed projects. Funding for this fiscal year is unlikely, however, some watershed plans may be far enough along to be eligible for NRCS financial assistance in FY18.

Manager Money inquired about the status of projects progressing through the RCPP planning process. W. Goll, Agricultural Engineer – NRCS, responded that he will obtain a current list of projects including their status.

R. Harnack stated that projects participating in the RCPP need to be advanced by Watershed Districts. T. Olson, MDNR Asst. Regional Manager-EWR, stated that project team members are only one aspect that must be considered. She noted that projects must also complete an environmental review by upper management within state agencies which can be time-consuming.

K. Weston noted that he plans to schedule a Red River Basin NRCS Technical Sub-committee meeting during the first week in August. Red River Basin Initiative 2017 NRCS program information will be discussed. He added that currently B. Kleinwachter is the board representative on this sub-committee.

Water Quality Project Monitoring

C. Fritz distributed the IWI Monitoring and Education Activity Report. He reported that flood damage reduction pre-project monitoring at the proposed Klondike area has been discussed with the Two Rivers WD and the MNDNR. Based on the monitoring recommendations of the group a monitoring budget was developed for the 2018 sampling season. The group plans to meet again to finalize the monitoring plan and work roles.

C. Fritz noted that the Red River Basin Decision Information Network (RRBDIN) site is down. He plans to develop a proposal regarding what should be done to bring the site back to working order. He added that information obtained from the U.S. Army Corps of Engineers (USACE) relative to funds spent in the Red River Basin since the 1997 flood indicated an estimate of \$1.96 billion dollars expended.

Project Coordinator Report

R. Harnack distributed the Project Coordinator Report. A meeting is scheduled next week with the MDNR to discuss Flood Hazard Mitigation grant funding for prioritized projects including Redpath, Halstad, and Roseau Lake. Although funds are limited due to lack of a bonding bill, critical funding needs of these projects should be met to keep the projects progressing.

R. Harnack reported on the Drainage Work Group meeting. Minutes of the July 13, 2017 meeting were distributed. Priorities for the next 6-8 months were discussed to provide recommendations to the legislature by February 1, 2018. These priorities included:

1. Recommendations for policy and funding to assist with buffers implementation through 103E.
2. Recommendations on maintenance and repair using the sediment and runoff approach.
3. Discussion on legislation to provide clarification on the relationship between 103G and 103E permitting and permission.
4. Provide feedback and recommendations to the Clean Water Council (CWC) on draft policy relating to storage, drainage law and watershed planning.
5. Review options for addressing issues raised relating to 103E.315 Assessing Benefits and Damages.

Red River Basin Commission

L. Thvedt, Conference & Outreach Coordinator – RRBC, reported that the Ex-Officio board meeting is scheduled for September 7, 2017 in Moorhead, MN. Plans are to conduct a Drainage Tour the day prior to the board meeting.

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 balance of \$134,148.09 to project teams. She requested watershed districts to submit their project team expenses incurred through June 30, 2017.

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) Minnesota Association of Watershed Districts (MAWD) 2017 Summer

N. Goral stated that she attended the MAWD Summer Tour on Thursday, June 22, 2017. Points of interest included the Chippewa National Forest, in Black Duck and Camp Rabideau; a Federal Dam maintained by the U.S. Army Corps of Engineers; and the Walker City Park where Walker Area Fisheries Supervisor, Doug Schultz and his DNR Fisheries team manage 126 fishing lakes and 70 miles of rivers and streams.

C) RRBC Water Quality Strategic Planning Meeting

N. Goral noted that she attended the above-referenced meeting on Friday, June 23, 2017, at Ag Country Farm Credit Services, Ada, MN. The initiative plans to develop a nutrient reduction implementation plan for the Red River basin that includes reduction goals by sub-watersheds and actions to implement the strategy addressing all sources of nutrients in the basin.

D) Public Information Initiative

N. Goral reported that the Summer 2017 print and email editions of the board's newsletter have been developed and distributed. The feature article includes the history of the development of the RRWMB as recollected by original board President and former Executive Director Don Ogaard. Other items of interest include:

- North Ottawa Impoundment Project Bus Tour
- The MAWD 2017 Summer Tour of the Leech Lake Area
- Testimony of John Finney, President of the RRWMB and Co-chair of the RRRA at a hearing held by the House Agriculture Subcommittee on Conservation and Forestry in Washington DC
- The River Watch Summer Workshop "*Do-It-Yourself Environmental Sensing Networks*"

A Public Information Committee is scheduled at the Blue Moose Bar & Grill following today's regular monthly board meeting and lunch.

E) Annual Audit

N. Goral reported that the 2016 annual audit has been completed by Brady, Martz & Associates and copies of the report were distributed. She referred to the only significant deficiency reported in the audit was regarding that she's the only employee who is responsible for all accounting functions involved. She noted that a considerable benefit of enlisting the computer consultant on

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a regular basis is to ensure that all accounting functions are properly recorded and that somewhat of a segregation of duties can occur. **Motion** by Manager Deal to accept the 2016 audit, **Seconded** by Manager Carriere, **Carried**.

She reminded Watershed District Administrators to request their accountants / bookkeepers to forward copies of their Form B's to the RRWMB office when their information is sent to their county auditors.

F) Upcoming Meetings/Conferences

1. **Public Information Committee**, following today's board meeting.
2. **Joint RRJWRD & RRWMB Bus Tour**, Wednesday, July 19, 2017, at 9:30 a.m., Canad Inn, Grand Forks, ND.
3. **6th Annual Red River Valley Ag Water Issues Forums**, July 18, 19 & 20, 2017, sponsored by Minnesota Farm Bureau. July 18th – Jon & Val Johnson Farm, Badger, MN; July 19th – Neil Rockstad Farm, Ada, MN; and, July 20th – Craig Lichtsinn, Dumont, MN.

Red River Coordinator/TAC Report

H. Van Offelen reported that the TAC has not met since early June. He noted that a TAC meeting will be scheduled following the determination of present day flood damage reduction benefits resulting from a 20% flow reduction on the mainstem of the Red River of the North.

H. Van Offelen stated that he developed an informational packet and slideshow presentation for the upcoming Joint RRWMB and RRJWRD Meeting & Tour scheduled for tomorrow. The presentation will highlight retention planning and implementation efforts of RRWMB member watershed districts.

H. Van Offelen distributed the finalized *Exhibit A – Red River Coordinator Job Duties* which is an attachment to the State of Minnesota Income Contract for the Red River Coordinator position. The handout was discussed at the previous monthly board meeting and suggested revisions were incorporated into the document. **Motion** by Manager Deal to authorize the finalized *Exhibit A* as an attachment to the State of Minnesota Income Contract for the period effective July 1, 2017 – June 30, 2018, **Seconded** by Manager Money, **Carried**.

District Reports

- The Wild Rice WD reported on the Lower Wild Rice Project. The District continues to work with representatives from MDNR and BWSR to discuss potential uses for the funds received from the Lessard-Sams Outdoor Heritage Council (L-SOHC). Plans are to schedule a meeting with representatives from L-SOHC to further discuss.

District's Funding Requests

No requests for funds were submitted this month.

Other Items

Manager Carriere discussed the Roseau River International Watershed (RRIW) initiative. He explained that the RRIW has been working diligently on a combined effort between Canada and the United States on promoting and conducting an international alliance between Manitoba and Minnesota, which would work towards the proper management of the resources of the watershed.

Manager Carriere inquired whether financial support is available from the RRWMB for the RRIW as has been done previously. Manager Finney responded that the Finance Committee had budgeted \$5,000 for fiscal year 2018 for the RRIW and suggested that the Roseau River WD forward a letter of request to the board for disbursement of funds.

The next meeting will be on August 15, 2017, at 9:30 a.m. at the Wild Rice Watershed District, Ada, Minnesota.

There being no further business, the meeting was adjourned by acclamation at 12:00 p.m. following lunch.

Respectfully submitted,

Jerome Deal
Secretary

Naomi L. Goral
Administrator