



Red River Watershed Management Board

**Board of Managers**

John Finney, President-Humboldt LeRoy Carriere-Roseau Dan Money-Hallock Roger Mischel-Warren  
LeRoy Ose-Thief River Falls Daniel Wilkens, Treasurer-Fertile Greg Holmvik- Vice President-Ada Jerome Deal, Secretary-Wheaton  
Naomi Goral, Administrator-Detroit Lakes

**RED RIVER WATERSHED MANAGEMENT BOARD MEETING**  
**November 21, 2017**  
**Wild Rice Watershed District, Ada, Minnesota**

The RRWMB met on Tuesday, November 21, 2017 at the Wild Rice Watershed District, Ada, Minnesota.

President John Finney called the meeting to order.

Members present were:    LeRoy Carriere            Dan Money  
   Roger Mischel            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, Clean Water Specialist – BWSR  
Jerry Bents, Engineer – Houston Engineering, Inc.  
Chuck Fritz, Director – International Water Institute  
Dr. Jay Leitch, Facilitator – Strategic Planning Team  
Rob Sip – MN Department of Agriculture  
Joel Praska, Administrator – Middle Snake Tamarac Rivers WD  
Tony Nordby, Engineer – Houston Engineering, Inc.  
LeRoy Stumpf, Congressman Peterson's Office  
Nate Dalager, Engineer – HDR Engineering, Inc.  
Kevin Ruud, Administrator – Wild Rice WD  
Jason Braaten, Manager – Roseau River WD  
Blake Carlson, Engineer – WSN Engineering, Inc.  
Morrie Lanning, Barr Engineering, Inc.  
Keith Weston, Consultant – RRRRA  
Rita Albrecht, Northwest Regional Director – MNDNR  
Nathan Kestner, Northwest Regional Manager EWR - MNDNR  
Roger Hanson, Manager – Sand Hill River WD  
Jill Wilkey, Strategy Management Team Member  
April Swenby, Administrative Assistant – Sand Hill River WD  
Debra Walchuk, Red River Basin Coordinator – NRCS

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

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

Date	Num	Name	Memo	Amount
11/21/2017	8528	ACS	Phone line, Fax/Internet	\$132.44
11/21/2017	8529	Bois de Sioux Watershed District	Project Team Reimbursement FY2018 - Qtr 1	\$13,749.13
11/21/2017	8530	Courtyard by Marriott	Meeting Expense - 10/23/17 ED Interviews	\$1,139.82
11/21/2017	8531	Crafted Bakery	1/2 Sheet Cake - Ron Harnack	\$39.99
11/21/2017	8532	Dot.Com Connection	Website maintenance	\$180.00
11/21/2017	8533	Fargo Rubber Stamp Works, Inc.	Metal Photo Plaque - Ron Harnack	\$98.86
11/21/2017	8534	Houston Engineering, Inc.	TAC - Inv. No. 36629	\$4,324.50
11/21/2017	8535	Lisa A. Frenette	Financial/Lobbying Consultant - October 2017	\$307.16
11/21/2017	8536	Marco Technologies LLC	Photocopier Maintenance - Invoice No. INV4722486	\$424.39
11/21/2017	8537	MCI	Long distance service	\$41.28
11/21/2017	8538	Middle Snake Tamarac Rivers WD	Project Team Reimbursement FY2018 - Qtr 1	\$6,880.34
11/21/2017	8539	Moore Engineering, Inc.	Invoice Nos. 17031, 17035 - TAC	\$990.00
11/21/2017	8540	Naomi Goral	Reimbursed Expenses	\$494.72
11/21/2017	8541	Red Lake Watershed District	Meeting Expense - RRBFDWRG / 10-17-17	\$187.44
11/21/2017	8542	Red Lake Watershed District	Project Team Reimbursement FY2018 - Qtr 1	\$15,000.00
11/21/2017	8543	Ronald D. Harnack	Project Coordinator Exp. - November 2017	\$1,291.55
11/21/2017	8544	Roseau River Watershed District	Webpage Maintenance - 2017	\$382.50
11/21/2017	8545	Roseau River Watershed District	Project Team Reimbursement FY2018 - Qtr 1	\$15,000.00
11/21/2017	8546	Sand Hill River Watershed District	VOID: Project Team Reimbursement FY2018 - Qtr 1	\$0.00
11/21/2017	8547	Smith Partners PLLP	Invoice No. 39199, October 2017	\$5,046.70
11/21/2017	8548	U.S. Postal Service	Semi-annual - P.O. Box Fee	\$118.00
11/21/2017	8549	United States Treasury	EIN 41-1339175, 1st Qtr 2017	\$250.96
11/21/2017	8550	Widseth Smith Nolting & Assoc., Inc.	Invoice No. 120191, 120532-33 - TAC, TRWD - DDS	\$7,731.06
11/21/2017	8551	Wild Rice Watershed District	Project Team Reimbursement FY2018 - Qtr 1	\$15,000.00
11/21/2017	8553	Jay A. Leitch	RRWMB Strategic Planning	\$8,732.40
11/21/2017	8554	Marco Technologies LLC	Photocopier Maintenance - Invoice No. INV4559619	\$1,230.33
11/21/2017	8555	Sand Hill River Watershed District	Project Team Reimbursement FY2018 - Qtr 1 (Revised)	\$1,906.23
				\$100,679.80

**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.

### **RRWMB Strategic Planning**

J. Leitch, Strategic Planning Team Facilitator, reported that following interviews on Monday, October 23, 2017 for the position of Executive Director, an offer was extended to and accepted by Rob Sip to fill the position.

Mr. Leitch reported that he and Mr. Sip negotiated the following terms to be included in an Employment Agreement: an annual salary of \$110,000 with a possible salary adjustment increase of \$5,000 following a performance evaluation after nine months, and disability and family medical

Page 3 November 21, 2017. Red River Watershed Management Board Meeting Minutes insurance coverage through the Minnesota Public Employees Insurance Program (PEIP) to be paid by Employer.

**Motion** by Manager Deal to authorize the execution of the aforementioned Executive Director contract, **Seconded** by Manager Money, **Carried**.

Mr. Leitch distributed a proposal for conducting a search for an Executive Assistant developed by Jill Wilkey – Strategy Management Team member. He suggested that Mr. Sip as Executive Director consult with Ms. Wilkey regarding the proposal.

The position description for Executive Assistant approved previously by board resolution was distributed. A Request for Proposals (RFP) for Provision of Office and Associated Spaces for the board was also distributed.

Manager Finney suggested that conducting the search for an Executive Assistant could be handled internally by the Human Resource Committee and the Executive Director. **Motion** by Manager Deal to authorize the Human Resource Committee to work collaboratively with the Executive Director to retain an Executive Assistant, **Seconded** by Manager Money, **Carried**.

### **Red River Retention Authority**

K. Weston distributed the RRRA Executive Director's Report. He introduced Debra Walchuk, the new Red River Basin Coordinator. She is currently stationed in the Thief River Falls area office.

The mailing lists for the Regional Conservation Partnership Program (RCPP) postcard mailing has been finalized. An estimated 7,000 to 8,000 postcards will be mailed this week to landowners in the 19 active RCPP watersheds.

Registrations forms have been submitted for the RRRA to have a presence at the MAWD, NDWUA, and RRBC annual meetings and conferences. Discussions are also occurring with Mr. Sip and RRBC staff about displaying an exhibit at the 2018 International Sugarbeet Show being held March 14-15, 2018 at the Alerus Center in Grand Forks, ND.

### **Water Quality Project Monitoring**

C. Fritz distributed the IWI Monitoring and Education Activity Report. The FDR pre-project monitoring at the proposed Klondike area began in July with sampling conducted at five (5) locations within and around the project area. A continuous monitoring station was also set up at CD #72. Two (2) grab samples at each location were collected and two (2) weeks of continuous data has been downloaded documenting low and no flow conditions for the area. The monitoring project has been discontinued until spring thaw.

### **Project Coordinator Report**

R. Harnack distributed the Project Coordinator Report. He referred to the new Buffalo-Red River WD manager, J. Leitch, and noted the need to move forward with a unified voice in the Red River basin.

Page 4 November 21, 2017. Red River Watershed Management Board Meeting Minutes  
R. Harnack reported that updates for the next bonding cycle have been completed with cooperation from administrators and engineers. A spreadsheet was distributed showing the FY19 – FY23 project funding needs for FDR.

R. Harnack stated that his contract with the board ends on December 31, 2017 following 11 years of working with the board as their Project Coordinator. He explained that he would be interested in assisting the board through the transition period in the next few months at an hourly rate plus expenses.

## **Administrator Report**

### **A) Red River Basin Flood Damage Reduction Work Group**

N. Goral reported that the Flood Hazard Mitigation Grant agreement between the Minnesota Department of Natural Resources and the RRWMB for fiscal year 2018 Flood Damage Reduction Work Group expenses in the amount of \$264,000.00 has been executed.

The following two pay requests have been submitted to the State of Minnesota for reimbursement: Pay Request No. 1, \$49,314.32; and Pay Request No. 2, \$9,706.47.

### **B) Runoff Based Drainage Assessment – BWSR Grant Agreement**

N. Goral stated that the grant agreement in the amount of \$124,087 has been fully expended. The grant start date was December 1, 2015 with an expiration date of December 31, 2017. Although the entire grant balance has been expended, a balance of \$69,996 remains to be reimbursed by the State of Minnesota.

### **C) BWSR Red River Valley Clean Water Specialist Position**

N. Goral reported that Henry Van Offelen has accepted the BWSR Red River Valley Clean Water Specialist position. His first day in the position began on November 15, 2017.

Unfortunately, since Mr. Van Offelen no longer retains his position with the Minnesota Department of Natural Resources, the board must consider filling the vacated position of Red River Coordinator. N. Kestner, Northwest Regional Manager EWR – MNDNR, stated that he would collaborate with the board to fill the vacated position.

### **D) Public Information Consulting Services**

N. Goral reported that H. Hughes submitted her letter of resignation for the Public Information Consulting position. She will be leaving her position to pursue other interests.

### **E) Middle Snake Tamarac Rivers WD 2018 Tax Levy**

N. Goral explained that she was notified that the Middle Snake Tamarac Rivers WD submitted Form B for the Levy Payable in 2018 with the *incorrect* RRWMB levy of 75% rather than 100% which was authorized at the July 18, 2017 meeting. The correct RRWMB levy at 100% is \$698,907, however, the incorrect amount of \$524,180 was submitted and certified by the county boards. This discrepancy leaves a deficit of \$174,727 payable to the RRWMB in 2018 and an equal amount payable to the Middle Snake Tamarac Rivers WD. Therefore, the total certified 2018 Levy will be short \$349,454. Following discussion, the Board of Managers agreed the shortfall could be corrected with next year's levy.

**F) Marshall County Board**

N. Goral stated that she received an invitation for board representation at the December 7, 2017 Marshall County Board meeting. The board agreed that R. Sip, D. Wilkens and herself should attend the meeting.

**G) Public Employees Insurance Program (PEIP)**

N. Goral explained that the board requested she obtain a rate quote for health insurance for the candidate selected for Executive Director. The following is a quote for the Advantage Plan: Single, \$553.98 per mo., and Family, \$1,479.36 per mo. The rates are effective January 1, 2018 and guaranteed for 12 months with a renewal on 1/1/2019. PEIP also requested the board's policy as per eligibility for new hires. The board agreed the eligibility date would be the date of hire.

**H) Red River Valley U.S. Geological Survey / COOP Meeting**

N. Goral reported that she attended the Annual USGS Cooperator meeting conducted on November 7, 2017 in West Fargo, ND.

The cost share payments for USGS Stream Gages for FY2018 were calculated with the individual cost share responsibilities as follows:

	<b><u>Amount Due</u></b> <b><u>2017-18</u></b>
Red Lake	\$11,202.50
Wild Rice	\$12,426.00
Middle-Snake-Tamarac	\$ 8,850.00
Two Rivers	\$ 2,212.50
Sand Hill River	\$ 3,083.50
Roseau River	\$11,073.00

**I) Upcoming Meetings/Conferences**

1. **MAWD Annual Meeting & Trade Show**, Thursday, November 30, 2017 – Saturday, December 2, 2017, Arrowwood Conference Center, Alexandria, MN.
2. **Red River Basin Commission's 35<sup>th</sup> Annual Red River Basin Land & Water International Summit Conference / Strategies for Resilience: Adapting to Change**, January 23-25, 2018, at the Hotel Fort Garry, Winnipeg, MB (204-942-8251).

**Red River Coordinator/TAC Report**

H. Van Offelen reported that the TAC has continued discussions on the Cost Benefit Analysis relative to prospects for multi-purpose project development. The TAC plans to meet later this month to conduct a final review of their results and prepare a memo for review by the RRWMB at their December board meeting.

## District Reports

- The Roseau River WD reported on a Clean Water Fund project in Roseau County. The grant will allow the District to address the problems on the 100-year-old County Ditch 8 system which will keep an estimated 275 tons of sediment out of the turbidity-impaired river.
- The Wild Rice WD reported that a meeting was held on November 20<sup>th</sup> with BWSR staff to discuss the board's request for using outside funding for RIM for the Lower Wild Rice Project.

## District's Funding Requests

### **1. Two Rivers WD / Step II Submittal / Klondike Clean Water Retention Project No. 11**

The information required for a Step II submittal was distributed at the October board meeting. The project is located in portions of Klondike Township in Kittson County and June Berry Township in Roseau County and includes a drainage area of 143 square miles.

The District anticipates the project will be constructed in three phases, with Phase 1 completed within the next 2 to 4 years. Current estimates are \$14 million for Phase 1; \$9.2 million for Phase 2; and, \$13.75 million for Phase 3. Total funds expended for land acquisition to date are \$6.05 million.

**Motion** by Manager Money to authorize the Step II Submittal with a 2/3 RRWMB (\$7,250,000), 1/3 TRWD (\$3,625,000) local cost-share, **Seconded** by Manager Ose, **Carried**.

### **2. Red Lake WD / Step II Submittal / Black River Impoundment Project**

T. Nordby distributed the information required for a Step II submittal at the October board meeting. The project is located in northwestern Minnesota within Pennington County. The proposed project would include the construction of an impoundment as well as diversion ditches that would divert waters from a 14.8 square mile drainage area which presently drains into a legal public drainage system, JD 25-111. The public drainage system is located on a dredged portion of the Black River system which continues into Red Lake County and ultimately outlets into the Red Lake River.

The estimated total project cost is currently ~ \$5,500,000, with a requested 2/3 RRWMB (\$2,366,667) and 1/3 RLWD (\$1,183,334) local cost-share.

**Motion** by Manager Deal to authorize the Step II Submittal with a RRWMB commitment of ~\$2,366,667, **Seconded** by Manager Ose, **Carried**.

## Other Issues

- The Two Rivers WD reported on MAWD Resolution No. 9 – *Stable Funding for Flood Damage Reduction*. D. Money explained that for the past two legislative sessions, a total of only \$11 million of bonding money has been appropriated to the MDNR Flood Damage Reduction Program. The proposed solution to this problem is to incorporate a mechanism to provide stable funding to the Flood Damage Reduction Program to cost-share on flood prevention and

Page 7 November 21, 2017. Red River Watershed Management Board Meeting Minutes  
flood reduction projects. A suggested amount is \$20 million to \$25 million per year for a period  
of at least 10 years.

Following discussion, the Board of Managers agreed to support the Two Rivers WD proposed  
resolution at the 2017 MAWD Annual Meeting. **Motion** by Manager Money to authorize R.  
Sip, R. Harnack, L. Frenette and himself to develop a letter of support from the RRWMB to the  
Two Rivers WD for MAWD Resolution No. 9, **Seconded** by Manager Ose, **Carried**.

- K. Weston distributed a copy of a letter of support forwarded from the RRRRA to the U.S. Army  
Corps of Engineers (USACE) in support of the June 2017 Red River Basin Comprehensive  
Watershed Management Plan. The Board of Managers agreed a similar letter should be  
forwarded from the RRWMB to the USACE.

The next meeting will be on December 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 12:15 p.m. following  
lunch.

Respectfully submitted,

---

Jerome Deal  
Secretary

---

Naomi L. Goral  
Administrator