



**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**  
**September 19, 2017**  
**Sand Hill River Watershed District, Fertile, Minnesota**

The RRWMB met on Tuesday, September 19, 2017 at the Sand Hill River Watershed District, Fertile, 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, Red River Coordinator  
Chuck Fritz, Director – International Water Institute  
Dr. Jay Leitch, Facilitator – Strategic Planning Team  
Joel Praska, Administrator – Middle Snake Tamarac Rivers WD  
Dave Jones, Area Engineer – USDA-NRCS  
Jerry Bents, Engineer – Houston Engineering, Inc.  
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  
Pete Waller, Board Conservationist – BWSR  
Nate Dalager, Engineer – HDR Engineering, Inc.  
Kevin Ruud, Administrator – Wild Rice WD  
Morrie Lanning, Barr Engineering, Inc.  
Jim Ziegler, Regional Manager – MPCA  
Keith Weston, Consultant – RRRRA  
Heidi Hughes, Public Information Consultant  
Philip Swenson, Manager – Sand Hill River WD  
Julie Goehring, South Basin Manager – RRBC  
Jill Wilkey, Strategy Management Team Member  
Allen Wold, Manager – Bois de Sioux WD

**Motion** by Manager Money to dispense with the reading of the 8/15/17 regular monthly meeting minutes and approve as written with minor corrections, **Seconded** by Manager Carriere, **Carried**.

**Motion** by Manager Holmvik to dispense with the reading of the 8/28/17 special monthly meeting minutes and approve as written with minor corrections, **Seconded** by Manager Ose, **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 Ose, **Carried**.

The bills to be approved as of September 19, 2017, were as follows:

Date	Num	Name	Memo	Amount
09/19/2017	8453	ACS	Phone line, Fax/Internet	\$132.18
09/19/2017	8462	Bois de Sioux Watershed District	Reallocation of Surplus Mediation Funds FY17 - PT	\$6,792.06
09/19/2017	8463	Bois de Sioux Watershed District	Redpath Project - Pay Req. No. 19	\$633,854.93
09/19/2017	8464	Buffalo-Red River Watershed District	Project Team Reimbursement FY2017 - Qtr 4	\$3,374.11
09/19/2017	8465	Buffalo-Red River Watershed District	Reallocation of Surplus Mediation Funds FY17 - PT	\$65.31
09/19/2017	8466	Dot.Com Connection	Website maintenance	\$120.00
09/19/2017	8467	HDR Engineering, Inc.	Invoice No. 1200072638	\$2,550.59
09/19/2017	8468	Heidi Hughes	Public Information Consulting Services	\$1,671.15
09/19/2017	8469	Henry Van Offelen	Meeting Expense - TAC 08/14/17 & FDRWG 08-16-17	\$60.81
09/19/2017	8470	Houston Engineering, Inc.	TAC - Inv. No. 35926	\$531.00
09/19/2017	8471	International Water Institute	CWL River Watch - MPCA Pay Req. No. 5 (IWI No. 705)	\$27,128.24
09/19/2017	8472	International Water Institute	RRBFDRWG - Pay Req. No. 2 (FY17)	\$50,201.13
09/19/2017	8473	International Water Institute	Distributed Detention Study - BCA	\$6,639.55
09/19/2017	8474	Jon Schauer/Consulting Unlimited Inc.	Invoice No. 3518	\$1,170.00
09/19/2017	8475	League of Minnesota Cities	Web Advertising - Executive Director	\$75.00
09/19/2017	8476	Lisa A. Frenette	Financial/Lobbying Consultant - August 2017	\$188.24
09/19/2017	8477	Marco Technologies LLC	Photocopier Maintenance - Invoice No. INV4564488	\$424.39
09/19/2017	8478	MCI	Long distance service	\$40.79
09/19/2017	8479	Middle Snake Tamarac Rivers WD	Project Acceleration Grant - Swift Coulee	\$5,000.00
09/19/2017	8480	Middle Snake Tamarac Rivers WD	Reallocation of Surplus Mediation Funds FY17 - PT	\$8,871.26
09/19/2017	8481	Moore Engineering, Inc.	Invoice No. 16576 - FDRWG Meeting	\$1,062.80
09/19/2017	8482	Naomi Goral	Reimbursed Expenses	\$809.42
09/19/2017	8483	Red Lake Watershed District	Project Acceleration Grant - Black River Impoundment	\$5,000.00
09/19/2017	8484	Red Lake Watershed District	Reallocation of Surplus Mediation Funds FY17 - PT	\$45,244.45
09/19/2017	8485	Red River Retention Authority	Joint Bus Tour, 07-19-17 - 50% Cost reimbursement	\$1,882.26
09/19/2017	8486	Ronald D. Harnack	Project Coordinator Exp. - September 2017	\$1,207.16
09/19/2017	8487	Roseau River Watershed District	Reallocation of Surplus Mediation Funds FY17 - PT	\$13,924.09
09/19/2017	8488	Smith Partners PLLP	Invoice No. 39061, August 2017	\$3,221.26
09/19/2017	8489	Widseth Smith Nolting & Assoc., Inc.	Invoice No. 118895-97 - TAC, TRWD - DDS, JRWD - DDS	\$5,460.81
09/19/2017	8490	Wild Rice Watershed District	Reallocation of Surplus Mediation Funds FY17 - PT	\$885.56
09/19/2017	8492	Henry Van Offelen	Meeting Expense - TAC 09/18/17	\$12.06
09/19/2017	8493	Jay A. Leitch	RRWMB Strategic Planning	\$3,345.76
				<b><u>\$830,946.37</u></b>

**Motion** to approve and pay bills by Manager Money, **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 the closing date to apply for the position of Executive Director is Friday, September 29, 2017. He referred to the *Resolution to Adopt Position Descriptions for Executive Director and Executive Assistant and to Commence Search Process* that was passed at the July 18, 2017 board meeting and requested the resolution be added to the minutes.

J. Wilkey, Strategic Planning Team member, explained that the Search Committee will meet today following the board meeting at the City Council Chambers in Fertile, MN. Rooms have been reserved at the Courtyard by Marriott in Moorhead for the following days to conduct interviews: Monday, October 23, 2017; Tuesday, October 24, 2017; and, Wednesday, October 25, 2017. An open invitation was extended to anyone who wishes to attend a social following each day of interviews.

M. Lanning, Strategic Planning Team member, stated that fourteen applications have been received thus far. The applications have been reviewed and viable candidates are in the pool of applicants. Background checks will be conducted on all final candidates before inviting them to interview. J. Leitch reminded the board that a member district Administrator should be appointed to the search committee by October 2, 2017 as applications will be forwarded to search committee members by this date.

### **Committees & Membership**

Manager Finney reported that Ben Kleinwachter's term expired on August 31, 2017 and he elected not to seek reappointment. Therefore, the Middle Snake Tamarac Rivers WD appointed Roger Mischel as their RRWMB representative. Manager Finney welcomed Manager Mischel to the board.

Manager Finney referred to the handout distributed listing the board's Committees & Membership. He noted that several vacancies exist due to Ben Kleinwachter's retirement. He appointed Manager Holmvik to fill the vacated position of Vice President in the interim until the following January at the Annual Board Reorganization.

### **Red River Retention Authority**

K. Weston distributed the RRRRA Executive Director's Report. Discussions are underway with ND NRCS to develop a procedure to terminate the RCPP watershed agreement so NRCS can avoid sending 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).

Manager Finney inquired how the Regional Conservation Partnership Program (RCPP) relates to the RRBC Long Term Flood Solutions plan and the 20% basin-wide flow reduction strategy. J. Bents explained that RCPP projects are trending toward achieving local goals rather than basin-wide protection as identified in the 20% basin-wide flow reduction strategy. J. Bents added that from a RRWMB perspective, in addition to site identification for local benefits another component should be added to address regional benefits.

D. Jones, Area Engineer – NRCS, noted that when conducting the cost-benefit analysis (CBA) to identify the federal cost-share, regional benefits are difficult to determine. He stated that typically once a storage site has been identified, watershed districts prefer maximizing storage potential to achieve regional mainstem benefits rather than recognizing only local benefits.

R. Harnack noted that these concerns should be discussed with the congressional delegation relative to the new Farm Bill. Manager Finney concurred.

K. Weston reported that recommendations developed by Red River Basin Initiative (RRBI) Technical Sub-committee members were forwarded to NRCS programs staff. The Sub-committee was asked by NRCS to provide input on resource concerns, practice lists and ranking criteria for the ACEP and EQIP programs for 2018.

### **Water Quality Project Monitoring**

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

C. Fritz discussed the Red River Basin Decision Information Network (RRBDIN). An Update and Long-Term Maintenance Proposal was distributed. The RRBDIN site was developed following the 1997 Red River of the North Flood to promote trans-boundary decision making through the exploitation of available information technologies. Funding to support the initial development of the site was provided by the Office of the Secretary of Defense and the U.S. Army Corps of Engineers (USACE). Once the initial phase was completed, the system was transferred to IWI in 2003. The Next Generation – RRBDIN was updated and enhanced as part of the USACE Red River Basin Watershed Feasibility Study. The project officially ended in 2011.

The website includes several decision support tools developed by IWI with funding from a variety of sources. The RRBDIN site and decision support tools represent a roughly \$2 million-dollar investment by local, state and federal entities.

Although some of the tools/pages hosted through the RRBDIN site have been updated previously, the RRBDIN site is an extremely old website. The IWI proposes to migrate the RRBDIN GIS Server hosting from NDSU Agricultural Extension and update certain critical tools to newer versions.

A technical memorandum outlining recommended annual maintenance for each application including annual cost estimates for hosting, support and maintenance will be developed. Initial estimated costs are approximately \$3,500/year for hosting and \$2,200/year for Arc GIS Enterprise and desktop non-profit licenses (\$5,700/year). The total estimated budget is as follows:

Task 1: Develop a Migration Plan	\$ 2,288
Task 2: Set up & Configure a Virtual GIS Server	\$ 5,681
Task 3: Develop a General GIS Viewer	\$ 3,811
Task 4: Update & Migrate or Decommission Existing RRBDIN Tools	\$34,092
Task 5: Develop an Annual Maintenance Plan & Cost Estimate	\$ 1,382
<i>Annual Hosting for Web/GIS Server on HEI's VM Infrastructure (\$200/mo.)</i>	<i>\$ 3,500</i>
<b>Total</b>	<b>\$50,754</b>

**Motion** by Manager Ose to authorize a one-time fee of \$25,377 (\$50,754 / 2) for an update including long-term maintenance and annual hosting for the RRBDIN website contingent upon securing a matching financial commitment from North Dakota, **Seconded** by Manager Holmvik, **Carried**.

**Project Coordinator Report**

R. Harnack distributed the Project Coordinator Report. Updated information for farmstead and rural ring dikes was distributed. The updated spreadsheet includes the addition of one ring dike for the Middle Snake Tamarac Rivers WD and current estimates for other projects. The remaining balance of the \$400,000 state appropriation is ~\$10,000. The balance of funds must be expended by June 30, 2019.

R. Harnack reported on the Environmental Quality Board (EQB) mandatory Environmental Assessment Worksheet (EAW) / Environmental Impact Statement (EIS) Rules. Progress is continuing with options for changing the mandatory categories and related thresholds. Final recommendations from the committee are expected in December or January.

R. Harnack stated that he continues to be involved with the board’s Strategic Management Team. Discussions have occurred with applicants and prospective applicants.

**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 FY 2017 fund balance to project teams to reimburse those watershed districts that submitted funding requests that exceeded the \$15,000 allocated per project team.

The unexpended funds of **\$75,782.73** (\$264,000 - \$188,217.27 = \$75,782.73) were reallocated to individual project teams (provided they forwarded sufficient documentation for match) as follows:

<b>Watershed District</b>	<b>Excess Available for Match</b>	<b>Pro-rated Allocation</b>	<b>Totals</b>
BdSWD	\$24,484.15	8.96%	\$6,792.06
BRRWD	\$235.40	.09%	\$65.31
MSTRWD	\$31,979.31	11.71%	\$8,871.26
RLWD	\$163,098.11	59.70%	\$45,244.45
RRWD	\$50,193.84	18.37%	\$13,924.09
WRWD	\$3,192.30	1.17%	\$885.56
<b>Totals</b>	<b>\$273,183.11</b>	<b>100.00%</b>	<b>\$75,782.73</b>

**B) Joint Powers Board Meeting**

N. Goral stated that the Minnesota Joint Powers Board met on Wednesday, August 23, 2017 at the RRBC Fargo offices. An overview was provided by the RRBC on Water Quality in the basin. Others in attendance included: Ron Staples, Stevens County; Roger Falk, Roseau County; Gary Kiesow, Marshall County; Steve Jacobson, Norman County; Stephanie Miranowski, Wilkin County; Julie Goehring, RRBC; and Leah Thvedt, RRBC.

**C) 25 by 25 Governor's Water Quality Initiative**

N. Goral stated that she attended the Northwest Minnesota Water Town Hall meeting conducted on Tuesday, September 5, 2017 from 6:30 – 8:30 p.m. at the University of Minnesota – Crookston Campus.

The 25 by 25 water quality initiative developed by Governor Dayton resulted from the previous Water Summits conducted in Morris and St. Paul. The goal of the initiative is to improve the State's water quality 25% by 2025. The Environmental Quality Board (EQB) sponsored 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.

**D) Middle Snake Tamarac Rivers WD**

The Middle Snake Tamarac Rivers WD recently hired Joel Praska as their new Administrator. In addition, board manager Roger Mischel was selected as the new RRWMB representative for the District.

**E) Administrator's Advisory Committee**

N. Goral reported that she attended the Administrator's Advisory Committee (AAC) conducted on September 12, 2017 at the Red Lake WD, Thief River Falls, MN. The agenda included the following discussion topics: Public Outreach, Form B/Audits, RRWMB Strategic Planning Update, Upcoming Minnesota Association of District Administrators (MAWA) Meeting, and Administrator Positions / Transitions / Retention.

**F) Roseau River Lake Bottom Project**

N. Goral distributed a letter received from landowners and affected individuals associated with the proposed Roseau River Lake Bottom Project. A handout developed by the Two Rivers WD was distributed that addressed notification and acknowledgement to access property of proposed projects. Following discussion, the Board of Managers agreed that the Roseau River WD should address the issue.

**G) Upcoming Meetings/Conferences**

1. **USACE Watershed Feasibility Study (WFS) Task Team Meeting**, Wednesday, October 4, 2017, Houston Engineering, Fargo, ND.
2. **Red River Basin Flood Damage Reduction Work Group**, Tuesday, October 17, 2017, Red Lake WD, Thief River Falls, MN (following the regular monthly RRWMB meeting).
3. **USGS Annual Cooperator Meeting**, Tuesday, November 7, 2017, Cass County Highway Department, West Fargo, ND.
4. **MAWD Annual Meeting & Trade Show**, Thursday, November 30, 2017 – Saturday, December 2, 2017, Arrowwood Conference Center, Alexandria, MN.
5. **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 Basin Commission**

J. Goehring, South Basin Manager – RRBC, distributed information on the updated Natural Resources Framework Plan (NRFP).

J. Goehring reported that the Red River Basin Commission's 35<sup>th</sup> Annual Red River Basin Land & Water International Summit Conference / *Finding Balance: Is There a New Normal in Water Management*, is scheduled for January 23-25, 2018, at the Hotel Fort Garry, Winnipeg, MB.

### **Red River Coordinator/TAC Report**

H. Van Offelen reported that the *Report to the Legislature on Red River Basin Flood Damage Reduction Work Group Fiscal Year 2017 Accomplishments* has been completed and forwarded to the State of Minnesota.

H. Van Offelen noted that the TAC plans to meet to continue discussions of determining present day flood damage reduction benefits resulting from a 20% flow reduction on the mainstem of the Red River of the North.

### **District Reports**

- The Two Rivers WD reported on the Klondike Clean Water Retention Project No. 11. The District plans to submit a Step II application to the RRWMB in October. A public hearing has been scheduled for November 1, 2017.
- The Wild Rice WD reported that the District has submitted an extension request to the Lessard-Sams Outdoor Heritage Council (L-SOHC) for the Lower Wild Rice Project. The District is currently reviewing responses received from the MDNR and BWSR. The accomplishment plan will be amended depending upon how the Board of Managers decide to proceed.

### **District's Funding Requests**

No requests for funds were submitted this month.

The next meeting will be on October 17, 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 11:40 a.m. following lunch.

Respectfully submitted,

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Jerome Deal  
Secretary

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Naomi L. Goral  
Administrator