



Red River Watershed Management Board

Board of Managers

John Finney, President - Humboldt
Jason Braaten, Treasurer - Roseau

Greg Holmvik, Vice President - Ada
Dan Money - Hallock
LeRoy Ose - Thief River Falls

Jerome Deal, Secretary - Wheaton
Roger Mischel - Warren

Robert L. Sip, Executive Director
Nikki Swenson, Executive Assistant

APPROVED MEETING MINUTES **RED RIVER WATERSHED MANAGEMENT BOARD MEETING** **October 16, 2018 Meeting Minutes** **Roseau River Watershed District | Roseau, Minnesota**

Call to Order: The Red River Watershed Management Board (RRWMB) met on Tuesday, October 16, 2018 at the Roseau River Watershed District, Roseau, Minnesota. President John Finney called the meeting to order. Members present were: LeRoy Ose, Greg Holmvik, Dan Money, Jason Braaten, Roger Mischel, and Jerome Deal.

Others present included:

- Rodger Hemphill, Interim Red River Coordinator, Minnesota Department of Natural Resources (DNR)
- Joel Praska, Administrator, Middle Snake Tamarac Rivers Watershed District (MSTRWD)
- Ted Priester, Executive Director, Red River Basin Commission (RRBC)
- Kevin Ruud, Administrator, Wild Rice Watershed District (WRWD)
- Jerry Bents, Engineer, Houston Engineering Incorporated
- Robert Sip, Executive Director, RRWMB
- Nikki Swenson, Executive Assistant, RRWMB
- Morrie Lanning, Engineer, Barr Engineering
- Nate Dalager, Engineer, HDR Engineering
- Keith Weston, Executive Director, Red River Retention Authority (RRRA)
- Debra Walchuk, Natural Resource Conservation Service (NRCS)
- LeRoy Stumpf, Staff, Congressman Collin Peterson's Office
- Linda Vavra, President, Bois de Sioux Watershed District (BdSWD)
- Jamie Beyer, Administrator, BdSWD
- Scott Niemela, Minnesota Pollution Control Agency (MPCA)
- LeRoy Carrier, Manager, Roseau River Watershed District (RRWD)
- Rita Albrecht, Regional Manager, Minnesota DNR
- Lisa Frenette, RRWMB Legislative Liaison
- Tracy Halstensgard, Administrator, RRWD
- Jim Ziegler, Regional Director, MPCA



Red River Watershed Management Board

1. **Meeting Additions and Adoption of Agenda:** Mr. Sip requested to add two additional items to the agenda regarding the office space lease agreement with the WRWD and the River Watch Program. A **Motion** to approve the Agenda with the additions was made by Mr. Holmvik and **Seconded** by Mr. Ose. **Carried.**

2. **Approval of Meeting Minutes: Motion** by Mr. Deal to dispense with the reading of the minutes for September 18, 2018, **Seconded** by Mr. Mischel. **Carried.** A **Motion** by Mr. Deal to approve the September 18, 2018 meeting minutes, **Seconded** by Mr. Money. **Carried.**

3. **Financial Reporting:** Treasurer's Report: Mr. Money made a **Motion** to approve the Treasurer's Report, **Seconded** by Mr. Deal. **Carried.** The bills presented for approval as of October 16, 2018, were as follows:

Date	Name	Memo	Amount
10/04/2018	Arvig	November Rent - Auto Pay	625.00
10/05/2018	Arvig	October Bill - Auto Pay	245.64
10/01/2018	Bishops Services, Inc.	Background Check for Rob Sip	750.00
10/04/2018	Board of Water and Soil Resources	1-Day Registration for Nikki Swenson For BWSR Academy	50.00
10/15/2018	Cardmember Services	9/5/18 - 10/2/18 Statement	466.18
10/13/2018	Constant Contact	Monthly Services	55.00
10/15/2018	Dot.Com Connection	Remainder of August Bill & September Services	165.00
10/15/2018	HDR Engineering, Inc.	TAC Meeting in Ada - 9/7/18	1,295.75
10/05/2018	International Water Institute	Final Pay Request - BCA	18,971.64
10/01/2018	Madison National Life Ins Co, Inc.	October and November Premiums	398.58
10/15/2018	Marco Technologies LLC	Damaged Toner, Scanner, New Toner	2,101.65
10/01/2018	McCollum Hardware	Extension Cord & Power Strip	24.48
10/15/2018	Minnesota Department of Natural Resources	Contract #127669 - Red River Coordinator	28,000.00
10/10/2018	MN PEIP	11/1/18 - 11/30/18 Coverage	1,479.36
10/15/2018	Moore Engineering, Inc.	TAC Meeting in Ada - 9/7/18	1,235.00
10/08/2018	Northwest Beverage	Water for Office	17.00
10/12/2018	Office Supplies Plus	Cleaning Products, Organizer, and Office Supplies	19.75
10/04/2018	Ralph's Food Pride	Meeting Snacks - TAC & Regular Board Meetings	38.94



Red River Watershed Management Board

10/10/2018	Robert Sip	Reimbursement	2,322.62
10/05/2018	Smith Partners PLLP	September Services	1,960.69
09/25/2018	Two Rivers Watershed District	PT Reimbursement for 4th Quarter	87.20
10/15/2018	Verizon	September & October Service	144.94
10/04/2018	Widseth, Smith, Nolting, & Assoc., Inc.	TAC Services Through 9/15/18	1,510.65
10/04/2018	Wild Rice Watershed District	Cost Share	156.34
10/04/2018	Wild Rice Watershed District	M-Files Consult for Estimate	140.00
10/04/2018	Wild Rice Watershed District	M-Files License & 1st Year Maintenance	2,185.93
10/04/2018	Wild Rice Watershed District	M-Files Service Plan	5,076.56
TOTAL			\$ 69,523.90

Mrs. Swenson requested to add the following to the bills to be paid: Reallocation of Project Team Reimbursement FY 2018 to close this out. The total will be \$35,541.63 with the following breakdown: \$2,566.42 to BdSWD, \$1,385.99 to BRRWD, \$3,016.49 to MSTRWD, \$20,641.39 to RLWD, \$2,795.57 to RRWD, and \$5,135.78 to WRWD.

Mr. Finney asked about M-Files and how the program works to archive data and information. Mrs. Swenson provided an overview of M-Files, how it works, and her experience with the program. Mrs. Swenson indicated that she has a working knowledge of the program as she used it in her previous employment with the WRWD prior to coming to the RRWMB. Mrs. Swenson explained the invoices from Marco for M-Files, the software, new scanner and provided additional insights to the Managers about the benefits of the program.

Motion to approve and pay bills along with Manager vouchers presented by Mr. Ose, **Seconded** by Mr. Deal. **Carried.** For further reference, copies of the bills approved are attached hereto in the Treasurer’s Report as Exhibit A.

4. **2019 Tax Levy Factsheet:** Mr. Sip discussed the tax levy factsheet and flowchart that was included in the meeting packet and indicated that it has been quite useful when making presentations to various boards. Mr. Deal mentioned that this information was useful and helped answer questions at a recent BdSWD meeting. Mr. Sip also deferred to Mr. Money, who developed the flowchart and Mr. Money stated that he originally developed this to provide better information to his local board of managers.

5. **Funding Requests:**

- A. **Project Step Process Reports and Applications:** No new project step applications were made.



Red River Watershed Management Board

B. Technical Advisory Committee (TAC) Recommendations: Mr. Hemphill gave an update on recommendations regarding the Whitney Lake Project made by the TAC, which met on October 5, 2018. The purpose of this project is to reduce agricultural damages in a 10-year 24-hour rainfall event and road damages for up to a 24-hour 25-year event. The project is following the RCPP planning process, which has resulted in consensus-based landowner support for a set of alternatives which have the potential to meet the stated purpose and need. The TAC recommended that the application be approved with the condition that a greater detail of the downstream impacts be part of the Step 2 submittal. Mr. Finney stated that a vote by the RRWMB managers will be held after the tour that would be held after lunch.

C. Other Requests for funding:

- **Office Space:** Mr. Ruud updated the RRWMB Managers on the WRWD office remodel project. Mr. Ruud stated that some unforeseen processes and unexpected costs have arisen with this process. Mr. Ruud proposed to extend the lease between the WRWD and the RRWMB for an additional 5 years at \$1,000/month, for a total of \$60,000. Mr. Ruud also stated that the terms of the original lease would not be changed or altered and that this request would result in an amendment to the current lease, again with the same terms and conditions.

Mr. Finney asked about the floor plan and Mr. Ruud explained the layout. Mr. Money asked about the original numbers and discussion was held regarding a 15-year lease and how this would relate to future RRWMB Managers. It was stated that the RRWMB is moving forward and planning on doing many things in the future. Mr. Holmvik made a **Motion** to approve the 5-year lease extension, Mr. Deal **Seconded**. Discussion ensued, and Mr. Deal said that he has spent considerable time thinking about the future and the office space. Mr. Braaten agreed with Mr. Deal regarding his thoughts and comments. Mr. Money stated that he would like to table this until next month to have additional time to review the current agreement and the proposed extension. Mr. Ose agreed with this path forward. Additional discussion was held, and Mr. Finney called for the question. **Carried.**

- **River Watch:** Mr. Sip provided some background information about this issue and stated that the Clean Water Council asked to have the River Watch Program go statewide. Mr. Sip stated that the RRWMB is the fiscal agent for the River Watch Program and that the International Water Institute (IWI) would like to continue to use the RRWMB as the fiscal agent for this program. Mr. Deal mentioned that he would support this but that the RRWMB needs to include handling fees for being the fiscal agent and that many other organizations in similar situations add such fees.



Red River Watershed Management Board

Mr. Finney agreed with this discussion. The statewide program would focus on River of Dreams instead of River Watch. Ms. Frenette clarified the difference between the two programs and explained that if funding is to continue, the IWI will need to expand statewide according to the Clean Water Council. Mr. Money explained that they are two different programs currently and asked about how this would all move forward. It was mentioned that the State of Minnesota may be unaware of the current River of Dreams program. Rebranding of River Watch to River of Dreams and not merging the two programs was discussed and the consensus was that the programs should remain as is. Funding of a statewide program was discussed, and it was stated that the IWI would come back to a future RRWMB meeting to provide additional information.

D. Delta Dental Group Insurance: Mr. Sip provided additional information about this agenda item and stated that to receive group dental insurance, the RRWMB Managers would need to approve enrollment of staff into this program. Mr. Sip also stated that that coverage will be fully paid by staff, not the RRWMB. Mr. Ose made a **Motion** to approve enrollment of the RRWMB staff into the Delta Dental Insurance Program and that staff would be paying the entire monthly premium, Mr. Holmvik **Seconded. Carried.**

6. Records Retention Schedule: Mr. Sip provided an overview of the current draft records retention schedule document and stated that the document is only referenced in the RRWMB Governing Documents but that it was never officially adopted. Mr. Sip stated that there was minimal legal review required since it had already been developed by current legal counsel. The document was reviewed by legal counsel and it will need to be filed with the State of Minnesota. Mr. Sip indicated that a resolution was included in the meeting packet and that a roll call vote would be needed to adopt to move forward. Mr. Finney called for the vote via roll call:

Roll Call Vote Results: RRWMB Records Retention Schedule. Resolution 18-08:

Manager	Yea	Nay	Absent
Mr. Braaten	X		
Mr. Deal	X		
Mr. Finney	X		
Mr. Holmvik	X		
Mr. Mischel	X		
Mr. Money	X		
Mr. Ose	X		



Red River Watershed Management Board

7. **Annual Report RRWMB 2017:** The Managers reviewed the draft RRWMB 2017 Annual Report. Mr. Sip provided a brief overview of the draft report and stated that Ms. Frenette had assisted with developing the document. Mr. Ose made a **Motion** to approve the 2017 RRWMB annual report, Mr. Money **Seconded**. Mr. Money asked that delegates and alternates be listed and Mr. Sip responded affirmative that this would be included. **Carried**.
8. **FDRWG Annual Report 2017:** Mr. Sip reviewed the report with the Board and stated that since the RRWMB is the fiscal agent for the FDRWG, the RRWMB should approve the report. A **Motion** made by Mr. Deal to approve the FDRWG 2017 Annual Report was **Seconded** by Mr. Money. **Carried**.
9. **Registration Fee for Annual Conference:** Mr. Sip reviewed 2018 conference costs and contributions. Discussion was held regarding if a fee should be incorporated for the 2019 RRWMB joint annual conference with the Flood Damage Reduction Work Group. Mr. Finney stated that he had strong feelings that there should be no fee. Discussion was held, and it was mentioned that other conferences charge fees and sometimes the fees are several hundred dollars. The goal of a nominal fee is help keep conference attendees more committed to stay the entire conference and to participate in all the events offered at the conference. A **Motion** to approve incorporating a \$25 registration fee was made by Mr. Money and **Seconded** by Mr. Deal. Mr. Finney called for a roll call vote:

Roll Call Vote Results: RRWMB \$25 Conference Registration Fee:

Manager	Yea	Nay	Absent	Abstain
Mr. Braaten	X			
Mr. Deal	X			
Mr. Finney				X
Mr. Holmvik		X		
Mr. Mischel	X			
Mr. Money	X			
Mr. Ose		X		

10. **MPCA Water Classification:** Mr. Sip provided a brief overview of the issue and indicated that the RRWMB had previously commented of the draft rules as indicated by the comment letter provided in the meeting packet. Mr. Sip also noted that MPCA had been invited to make a presentation to the RRWMB Managers at today's meeting. Jim Ziegler introduced Scott Niemela



Red River Watershed Management Board

of MPCA and indicated that Mr. Niemela would give the presentation. A presentation was shown explaining the changes to the use designation system. Seven uses of water in Minnesota are designated and include drinking, aquatic life and recreation, industrial use and cooling, agricultural and wildlife use, aesthetics and navigation, other uses, and limited resource value.

It was stated that November 8, 2018 is the deadline to make comments to MPCA on the draft rules. Discussion was held, and Mr. Finney asked if the Managers wanted to make official comments again. Mr. Ziegler spoke about the importance of commenting on the issue. Mr. Money stated that he would like to receive a response to the comments made by the RRWMB. Ms. Frenette clarified that generally not all comments incorporated in a rule process and she stated that the process needs to be more transparent.

Mr. Niemela verified that MPCA has improved their process but there is still room for improvement in the rule-making process. Mr. Ziegler responded to Mr. Money and stated that if the RRWMB asks for a response, one will be given by MPCA, but it should not be expected as part of the formal process. Mr. Ziegler indicated that he is open to addressing the RRWMB concerns or questions and will come to future meetings as needed to discuss this matter. Mr. Sip proposed drafting a letter with Ms. Frenette, Mr. Money, and other concerned member watershed districts, keeping in mind the deadline of November 8, 2018. Consensus was to move forward with comments.

11. Environmental Quality Board (EQB) Environmental Review Rules Update: Mr. Sip stated that the EQB is working on updates to the rules and he referred to the letter that had previously been sent to the EQB by the RRWMB. Mr. Sip and Ms. Frenette also spoke again about a meeting held earlier in the year with the EQB, RRWMB, and several state agencies regarding this matter. Mr. Sip indicated that he was not sure when the comment deadline is and that there are multiple draft documents over the past few months that have been made available. Ms. Frenette and Mr. Sip will continue to work together and keep the board informed of this issue and recommended commenting when the final draft rules are available.

12. BdSWD Request for Legal Counsel Assistance: Mr. Sip provided a brief overview of the request by the BdSWD. The Managers discussed the current agreement that is between the RRWMB and Smith Partners for legal services. Mrs. Beyer spoke to the Managers and requested that Louis Smith be able to represent them concerning the North Ottawa Project regarding management, NREs, and operations and maintenance. Mr. Finney asked what Mr. Smith thought of this request. Mr. Sip stated that he spoke to Mr. Smith about this matter and Mr. Smith offered that given his history with the RRWMB and the North Ottawa project, it would make sense for him to work with the BdSWD as they move forward.

Ms. Vavra stated that this issue will affect all future flood impoundment projects in the Red River Basin. The BdSWD is not asking for the RRWMB to pay for Mr. Smith's legal counsel, rather just



Red River Watershed Management Board

to give their blessing for BdSWD to retain him for this issue. It was stated that Mr. Smith has extensive knowledge of the North Ottawa Project and it would be very beneficial to have his expertise available as the BdSWD interacts with the DNR. Mr. Money made a **Motion** that, at Louis Smith's discretion, he be available to work with BdSWD, **Seconded** by Mr. Deal. **Carried.**

13. Legislative Issues - Legislative Report: Mr. Money gave a presentation of the Legislative Committee meeting that was held Monday, October 15, 2018. Mr. Money and Ms. Frenette also reviewed the resolutions that were submitted by the member watershed districts as requested by the RRWMB. It was mentioned again that the RRWMB is using a Legislative Committee and a resolution process to help the Managers set the priorities for the 2019 legislative session. Mr. Sip provided a table to the Managers illustrating the various resolutions that were submitted by the member watershed districts. Mrs. Beyer mentioned that the BdSWD would likely support other resolutions if there was a need for that.

Ms. Halstengard spoke about the DNR process to update WMA management plans and how watershed districts need to be better informed of the process early so that input can be given at the beginning of the update process. Mr. Money agreed with this concern. Other updates were given on ring dikes and the five-year plan. Ms. Frenette stated that the RRWMB should realign funds being requested and make sure the projects are meeting the requirements of the RRWMB and other entities as needed prior to asking for funding at the legislature.

Mr. Deal felt it was best to ask for higher amounts of funding and then accept a lower amount. Mr. Money and Ms. Frenette stated that this plan shows that we have a solid five-year plan, that we are working toward the 20 percent flow reduction strategy, that the RRWMB has goals, and can be prepared for emerging issues. There was consensus by the Managers to move forward with the resolutions submitted by member watershed districts to be part of the RRWMB 2019 legislative priorities. Mr. Finney talked about the RRWMB special meeting coming up on October 24, 2018, how much time is needed, and what agenda items will be discussed. It was mentioned that ditch projects, flooding, the funding spreadsheet, and strategic plan were all topics that were possibilities for the agenda.

14. Reports:

A. Internal RRWMB Committees:

- **Red River Basin Coordinator Report:** Rodger Hemphill of the DNR reported that the first Flood Damage Reduction Work Group (FDRWG) Strategic Planning Subcommittee meeting was held October 10, 2018 in Detroit Lakes at the MPCA office. The meeting included review of the feedback gathered thus far and the Mediation Agreement with discussion started on the goals outlined in the Agreement. The Technical and Scientific Advisory Committee (TSAC) has been tasked with review of technical papers to make sure the information in them is still up to date. A TSAC



Red River Watershed Management Board

meeting is planned in the next few months to start a discussion of what updates are needed.

The FDRWG meeting was moved from October 17, 2018 to October 30, 2018 due to member schedules and conflicts this week. The FDRWG meeting will be held in Thief River Falls at the Red Lake Watershed District Office. The FDRWG 2019 conference planning committee met September 28, 2018. The conference will be March 20 and 21, 2019 at the Courtyard Marriott in Moorhead. The committee developed a draft agenda for the conference and are discussing topics and speakers for presentations. The next planning meeting is scheduled for October 26, 2018.

The final report for the FY2018 is complete and has been submitted to DNR to close out this fiscal year. The FY 2019 grant funds are being encumbered and a contract will be out shortly. FY 2019 1st quarter requests for claims will be sent out in the next couple weeks.

- B. External Committees - Drainage Work Group (DWG):** Mr. Deal gave a brief update on the consensus model that was agreed upon by DWG members at the recent meeting.
- C. Executive Director Report:** Mr. Sip discussed the need for an updated logo due to recent membership changes. RRWMB staff have been working with a promotional company to develop some draft logos and the draft logos were shared with the Managers. With the upcoming conference season, staff will be ordering table cloths, flags, banners, and pull up display units. The Managers indicated that this issue should be deferred to the RRWMB Public Information Committee (PIC) for further discussion and review. Mr. Deal stated that the PIC would be meeting on October 24, 2018 and could review various logo options then.

15. Agency and Partner Reports:

- **Member Watershed Districts:**
 - **Wild Rice Watershed District:** A written report was shared at the meeting.
- **Red River Retention Authority:** Keith Weston reported on several matters and a written report was also distributed.
- **NRCS:** Debra Walchuk gave a brief overview of her activities.

16. Advisory Comments: There were no advisory comments presented.

October 16, 2018 Approved RRWMB Meeting Minutes



Red River Watershed Management Board

17. Upcoming Meetings: The next regular meeting will take place on November 20, 2018 and will be held at the Polk County Sheriff's Office Community Room in Crookston, MN at 9:30 a.m.

18. Lunch Break – Recess: Mr. Finney called the meeting into recess for lunch at approximately 12:30 PM.

19. Reconvening of Meeting: Mr. Finney called the meeting back to order at approximately 1:30 PM and the Managers, RRWMB staff, RRWD staff, and audience members participated in a tour of the Whitney Subwatershed Flood Damage Reduction Project. The Managers viewed and discussed the project details. Motion by Mr. Money to approve the Step I submittal for this project. **Seconded** by Mr. Ose. **Carried.**

20. Adjournment: There being no further business, the meeting was adjourned by acclamation at 2:45 PM.

Respectfully Submitted,

Respectfully Submitted,

Jerome Deal
Secretary

Nikki Swenson
Executive Assistant