



Red River Watershed Management Board

Board of Managers

John Finney, President - Humboldt
Jason Braaten, Treasurer - Roseau
Roger Mischel - Warren

Greg Holmvik, Vice President - Ada
Dan Vesledahl - Fertile
LeRoy Ose - Thief River Falls

Jerome Deal, Secretary - Wheaton
Dan Money - Hallock

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

APPROVED MINUTES **RED RIVER WATERSHED MANAGEMENT BOARD MEETING** **September 18, 2018 Meeting Minutes** **Wild Rice Watershed District | Ada, Minnesota**

- 1. Call to Order:** The Red River Watershed Management Board (RRWMB) met on Tuesday, September 18, 2018 at the Wild Rice Watershed District, Ada, Minnesota. Vice President Greg Holmvik called the meeting to order. Members present were: LeRoy Ose, Dan Money, Jason Braaten, and Jerome Deal. Members absent were: John Finney, Roger Mischel, and Dan Vesledahl. Mr. Sip stated that Mr. Finney and Mr. Mischel were not in attendance due to fall harvest operations.

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)
- Blake Carlson, Engineer, WSN Engineering, Inc.
- Myron Jesme, Administrator, Red Lake Watershed District (RLWD)
- Ted Priester, Executive Director, Red River Basin Commission (RRBC)
- Tara Jensen, Bookkeeper, Wild Rice Watershed District (WRWD)
- Jerry Bents, Engineer, Houston Engineering Incorporated
- Rob Sip, Executive Director, RRWMB
- Nikki Swenson, Executive Assistant, RRWMB
- Morrie Lanning, Barr Engineering
- Nate Dalager, Engineer, HDR Engineering
- Keith Weston, Red River Retention Authority (RRRA)
- LeRoy Carriere, Manager, Roseau River Watershed District, (RRWD)
- Les Torgerson, Manager, Red Lake Watershed District, (RLWD)
- Duane Erickson, Manager, WRWD
- Jake Huwe., Engineer, HDR Engineering
- Jeppe Kjaersgaard, Research Scientist, Minnesota Department of Agriculture (MDA)
- LeRoy Stumpf, Staff Representative, Congressman Collin Petersons Office
- Emily Javens, Executive Director, Minnesota Association of Watershed Districts (MAWD)
- Chuck Fritz, Executive Director, International Water Institute (IWI)
- Jamie Beyer, Administrator, Bois de Sioux Watershed District (BdSWD)
- Linda Vavra, Manager, BdSWD



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- Allen Wold, Manager, BdSWD
- Terry Sorenson, Manager, RLWD
- Gene Tiedemann, Manager, RLWD
- Chad Engels, Engineer, Moore Engineering
- Tracy Halstensgard, Administrator, RRWD
- Jim Ziegler, Regional Director, Minnesota Pollution Control Agency (MPCA)

- 2. Meeting Additions and Adoption of Agenda:** Mr. Sip requested to add a discussion on the RRWMB Funding Commitment spreadsheet and funding advance request for the Whitney Lake Project and he further explained that there is a Step submittal for this project in addition to the funding advance request. Mr. Sip also requested to add a water quality monitoring agreement for between the RRWMB and IWI Agreement and explained that the RRWMB is the fiscal agent for the Flood Damage Reduction Work Group (FDRWG). Mr. Sip also stated that inquiries with made with legal counsel and the Minnesota DNR regarding the need for an agreement and a resolution for the monitoring activities. Mr. Sip also stated that the materials were not included in the agenda packet and the on-line agenda packet due to the materials being completed just prior to the RRWMB meeting. A **Motion** to approve the Agenda was made by Mr. Deal and **Seconded** by Mr. Braaten, **Carried**.
- 3. Executive Director Review:** Mr. Deal, Chair of RRWMB Human Resources (HR) Committee, discussed Mr. Sip's review and stated that the HR Committee's recommendations were to move forward with the employment agreement conditions and to move Mr. Sip from probationary to full time employment. A **Motion** to approve the HR Committee's recommendations was made by Mr. Deal and **Seconded** by Mr. Ose, **Carried**.
- 4. Approval of Meeting Minutes:** Mr. Deal made a **Motion** to dispense with the reading of the minutes for August 21, 2018, **Seconded** by Mr. Money, **Carried**. A **Motion** by Mr. Money to approve the August 21, 2018 meeting minutes, **Seconded** by Mr. Ose, **Carried**.
- 5. Financial Reporting:** Treasurer's Report: Mr. Deal made a **Motion** to dispense with the reading of the Treasurer's Report, **Seconded** by Mr. Ose, **Carried**. The bills presented for approval as of September 18, 2018, were as follows:

Date	Name	Memo	Amount
09/10/2018	Arvig	Auto-Pay Phone Bill	\$239.24
09/17/2018	Arvig	Auto-Pay October Rent	\$625.00
09/05/2018	Brady, Martz & Associates, P.C.	Audit & QB consulting	\$2,965.00
09/10/2018	Cardmember Services	8/3/18-9/4/18 charges	\$375.88
08/13/2018	Constant Contact	Auto-Pay August Charges	\$55.00



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09/11/2018	Constant Contact	Auto-Pay September Charges	\$55.00
09/10/2018	Dot.Com Connection	August Service	\$30.00
08/27/2018	HDR Engineering, Inc.	7/1/18-8/4/18 TAC	\$1,646.66
09/17/2018	HDR Engineering, Inc.	8/5/18-9/1/18 TAC Services	\$2,003.03
09/10/2018	Houston Engineering, Inc.	6/27-8/25 TAC	\$2,151.83
09/10/2018	LaborLawCenter, Inc.	Poster & Comp Subscription; Order #100519948	\$56.69
09/10/2018	Madison National Life Ins Co, Inc.	Disability Ins 103922100000000	\$199.29
09/10/2018	Marco Technologies LLC	Black Toner, Toner Refills	\$473.12
08/31/2018	McCollum Hardware	Tarp & Coffee Pot Cleaner	\$35.48
09/10/2018	MN Life Insurance Company	Monthly Premium-October	\$30.00
09/10/2018	MN PEIP	10/1/18-10/31/18 Coverage	\$1,479.36
09/17/2018	Moore Engineering, Inc.	services through 8/31/18	\$972.80
09/10/2018	Northwest Beverage	Office Water	\$24.00
09/05/2018	Office Supplies Plus	Binders, Tabs, Calendars, Meeting Supplies	\$213.67
09/05/2018	Rodger Hemphill	FDRWG Reimbursement	\$291.25
09/04/2018	Smith Partners PLLP	August Services	\$4,421.86
09/17/2018	U.S. Geological Survey	7/1/18-9/30/18	\$29,633.75
08/30/2018	Verizon	7/29-8/28 Service	\$72.47
09/17/2018	Widseth Smith Nolting & Assoc., Inc.	Services through 8/18/18	\$658.75
09/10/2018	Wild Rice Watershed District	Shared Services	\$303.04
		TOTAL	\$49,012.17

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

6. Funding Requests:

A. Project Step Process Reports and Applications:

1. **RRWMB Funding Commitment Spreadsheet:** Mr. Sip distributed a draft spreadsheet highlighting the RRWMBs current funding commitments for several flood damage reduction projects. Mr. Sip stated that the document had last been updated in November 2017 and December 2017.



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Mr. Sip mentioned that the document was not provided in the public meeting packet as the it was draft, and that Mrs. Swenson was still working on the document. It was discussed that additional time has been needed to update the document because not all the records for funding advances and agreements are electronic and that much time and effort has been allocated towards locating both information and files and reviewing hard copy files. Mrs. Swenson indicated that she is changing the format of the document so that is more easily understood and that it may take an additional month or two to have a final document.

- 2. Roseau River Funding Request:** Jacob Huwe from HDR presented the Whitney Lake Project on behalf of the RRWD. Mr. Huwe provided a map that demonstrated what the project area looks like during a flood event without the project and then a comparison map of the area after the project would be completed. It was stated that this project is going through the RCPP process. The focus of the presentation was on Retention Area A and it was mentioned that this site has local support. Mr. Huwe indicated that this project will be completed in several phases and he stated that the retention component was the only part being submitted for the 50 percent cost share funding request at this time.

Tracy Halstensgard spoke about the difficulties in working on this project as there has been tension between landowners for many generations and she stated that they have now all come together and are supportive of doing a project. The projected cost is \$6 million, with \$3,250,000 coming from state funding, \$1,650,000 coming from RRWMB, and the rest from local funds. Tracy Halstensgard and Mr. Braaten provided additional background to the Managers about the need for the project and details about the upcoming land auction on September 27, 2018.

It was mentioned that there will be a public land auction held at the end of September and that the RRWD will be bidding on land for this project. If the RRWD secures the winning bid, they will use that land as part of Retention Area A. The Managers reviewed the funding advance agreement and resolution and Mr. Money questioned the timelines listed in the resolution for the Step process and Mr. Sip stated that he would adjust the timelines according to the Governing Documents. Discussion was held as to why this project is on a faster timeline compared to other projects that funds are being requested for. It was decided to adjust the timelines in the agreement and resolution to align with the Governing Documents and to reference Retention Area A throughout the documents. A **Motion** to advance \$550,000 to the RRWD for purchasing land through the public land auction and Resolution 18-07 was made by Mr. Deal, **Seconded** by Mr. Money, **Carried**.



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Roll Call Vote Results: RRWD Funding Advance and Resolution 18-07:

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		
Mr. Vesledahl			X

B. Technical Advisory Committee (TAC) Recommendations: Rodger Hemphill provided an overview of the RRWMB TAC meeting that was held September 7, 2018 at the RRWMB office in Ada. The TAC discussed the BdSWD request for additional water quality monitoring at the North Ottawa Impoundment and recommended approving it with the condition that more information be provided. The request was originally going to be discussed at today's RRWMB meeting. However, Mr. Sip indicated that he recently had discussions with BdSWD staff and Joe Magner, who is the principal researcher from the University of Minnesota for this project. Mr. Magner had stated to Mr. Sip that there had been little if any water leaving North Ottawa over the last two years and that any monitoring in 2018 would provide limited data and information. Mr. Magner would like to possibly coordinate with the RRWMB and BdSWD on additional monitoring in 2019 at North Ottawa and other impoundments in the Red River Basin.

Mr. Hemphill stated that the TAC also discussed streamlining of processes and documents that are required by the RRWMB and FDRWG. The TAC reviewed the documents that are currently required and recommended that further discussion be held to reduce process and paperwork but to still maintain the requirements set forth by the RRWMB and FDRWG. Mr. Hemphill will work on this issue with the FDRWG and Mr. Sip. A brief update was given on the annual report for the FDRWG and Mr. Hemphill stated that he and Mr. Sip were working on an annual report.

Mr. Hemphill stated the TAC held discussion about water quality monitoring that is being conducted for the FDRWG and that the TAC is interested in being included reviewing monitoring plans and methods prior to field work being conducted. The TAC felt that since their firms engineer and design flood damage reduction projects, it be beneficial for them to be part of the ongoing monitoring process. Mr. Hemphill stated that some coordination could be done with the FDRWG and their process to ensure that monitoring plans and methods are meeting the needs of the FDRWG and RRWMB.



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Mr. Hemphill and Mr. Sip provided information about the TAC review of the Benefit Cost Analysis (BCA) template. The TAC reviewed the document and coordinated comments that were sent to the BCA template authors after the September 7, 2018 TAC meeting. The authors are still working on responses to the TAC comments and none had been received at the time of the RRWMB meeting.

C. Other Requests for Funding:

1. IWI Water Quality Monitoring Funding Agreement: Mr. Sip distributed copies of the funding agreement between the RRWMB and the IWI and a resolution for the RRWMB Managers to review. Mr. Sip provided additional detail and stated that since the FDRWG is not a legal governmental entity or a non-profit organization, that an agreement, resolution, and proper documentation is necessary. Mr. Sip also mentioned that legal counsel and DNR staff from the regional and St. Paul offices concurred that the RRWMB should require a funding agreement and workplan with associated outcomes. The current process has been that the FDRWG approves the annual budget for monitoring as well as the workplan and agreement. Mr. Deal stated that this is a formality and that nothing would change with how the work is completed and that the RRWMB is tightening up the process for all funding requests. A **Motion** was made by Mr. Deal to approve the monitoring agreement with the IWI and Resolution 18-06, **Seconded** by Mr. Braaten, **Carried**.

Roll Call Vote Results: IWI Monitoring Agreement and Resolution 18-06:

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		
Mr. Vesledahl			X

7. LIDAR Presentation by Chuck Fritz: Mr. Fritz provided an update to the Managers on the upcoming LiDAR flight. The North Dakota side of the Red River Basin, 21,000 square miles, will be entirely paid for by FEMA and the Federal Government through the USDA Natural Resources Conservation Service (NRCS) and the United States Geological Survey (USGS). If the RRWMB is going to move forward with this project, it is said to cost approximately \$223 per square mile. The USGS has a contract that could be bought into at approximately \$90 to \$100 per square mile.



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Mr. Fritz said that a frustration with this process is that the organizers are only focusing on the North Dakota portion of the Red River Basin and a limited area of the Minnesota portion of the Basin. Mr. Fritz stated that to obtain the best information about local needs for updated LIDAR would have been to inquire with local watershed districts and other local units of government and he also said that his preference is the entire basin be flown to gather updated LIDAR. The Managers had questions about why the State of Minnesota is not assisting with paying for the flight/data collection and why the Federal Government has not extended the offer to the State of Minnesota since they are paying for North Dakota.

The Managers directed Mr. Sip and Mr. Fritz to draft a letter to be sent to the Minnesota Congressional Delegation as soon as possible. Mr. Weston said he would like to be included in this process and Mr. Sip stated that the RRRRA and RRBC would be included. Mr. Deal made a **Motion** to have Mr. Sip and Mr. Fritz work together to develop a letter with the RRBC and RRRRA to the Minnesota Congressional Delegation. **Seconded** by Mr. Ose, **Carried**.

8. **Presentation by Emily Javens, MAWD Executive Director:** Mrs. Javens introduced herself to the Managers and members of the audience and she provided background information about herself, career history, and how she became the MAWD Executive Director. Mrs. Javens discussed her positive interactions in working with the RRWMB Legislative Liaison Lisa Frenette, and that MAWD and the RRWMB have developed a close working relationship during the legislative session.

Mrs. Javens indicated that one of her main goals as Executive Director is to increase communications with MAWD members, the public, and other interested parties. Mrs. Javens talked about details, format, and structure of the upcoming MAWD Conference, which will be held at The Arrowwood in Alexandria from November 29 to December 1, 2018. A Minnesota Association of Watershed District Administrators meeting will be held on November 28, 2018 at The Arrowwood. Mrs. Javens also discussed the MAWD legislative process and stated that the MAWD resolution process will close or end on October 1, 2018. Mr. Holmvik thanked Mrs. Javens for attending and she stated that she would remain for lunch to interact with the RRWMB and its members.

9. **Nutrient Targets for the Red River Basin:** Jim Ziegler of the MPCA provided an update to the Managers on this issue and at a previous RRWMB meeting, he had discussed the proposed nutrient targets for the Red River at the Canadian border that the International Red River Board (IRRB) Water Quality Committee (WQC) developed. Those proposed targets are 1.15 mg/L for nitrogen and 0.15 mg/L for phosphorus. At a recent meeting in August 2018, the IRRB discussed the proposed targets. In addition to a presentation on the targets from the WQC, an attorney representing several cities from the Minnesota side of the Red River Basin presented concerns that cities have about the proposed targets. The cities requested that the study done by the consulting firm RESPEC, which developed the proposed targets, be peer reviewed. After discussion, the IRRB determined that the RESPEC study be peer reviewed.



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The WQC will need to determine funding sources to pay for the review and will need to develop a scope of work, develop a contract, and hire a contractor to complete the work. While the WQC and IRRB have not discussed a timeline for this activity yet, it is likely going to be several months at a minimum to complete this work. Once the review is done, the next steps will be guided by the outcome of the review. If the review determines that the outcomes of the RESPEC work are valid, the IRRB will send the proposed targets to the International Joint Commission for their review. If the review determines that more work is needed on the targets, the WQC will ask the IRRB for guidance on next steps. The Managers held additional discussion at this point and thanked Mr. Ziegler for his update and information that was provided.

10. Reports:

A. Internal RRWMB Committees:

- **Red River Basin Coordinator Report:** Mr. Hemphill reported that the FDRWG met on August 22, 2018 in Detroit Lakes at the Minnesota Department of Transportation office. This meeting was an opportunity for the FDRWG to complete some previously unfinished business and the Fiscal Year 2019 Budget was approved at that meeting. A letter of understanding for the water quality monitoring between the IWI and FDRWG was discussed and approved. An update regarding the upcoming LiDAR flight was also presented to the group and discussion was held. The RLWD Black River Project Compatibility and Readiness form was reviewed and approved.

Mr. Hemphill also discussed the process to distribute remaining funds for project team support. The FDRWG Finance Committee recommended that the remaining funds from the FY18 FDR Grant be distributed among the watershed districts according to the percentage of overage they have submitted through out the year. The consensus of the FDRWG was that this process would work and that the remaining funds should be distributed according to the FDRWG Finance Committee recommendations. Mr. Hemphill stated that the FY19 Flood Damage Reduction Grant 1st Quarter requests will be sent out in October 2018.

- B. External Committees - Drainage Work Group (DWG):** Mr. Deal and Mr. Holmvik provided their thoughts on the September 13, 2018 meeting of the DWG. They discussed the charter that the DWG is working on in addition to membership concerns and how the DWG makes decisions.

- C. Executive Director Report:** Mr. Sip gave an update on the latest factsheet regarding the RRWMB levy that has been distributed via Constant Contact and he mentioned that a Governing Documents Committee meeting and Public Information Committee meeting will likely need to be scheduled in the near future. Mr. Sip also updated the board on the need for conference displays, banners, flags, and a table cloth and other booth materials. Mr. Sip mentioned that he and Nikki Swenson have upcoming meetings with two promotional companies in the Fargo – Moorhead area to obtain quotes to develop materials and display units. Mr. Sip indicated that the 2017 RRWMB Annual Report is near completion and will likely have it on the October or November 2018.



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In addition, a Records Retention will be brought forward in the next couple of months. Mr. Sip also mentioned that he and Mrs. Swenson have been locating several policies that have been adopted by the RRWMB in recent years and that they are in the process of compiling the documents that have been located into a booklet. Mr. Sip also stated that he will be giving a joint presentation with Jerry Bents at the MAWD conference on the RRWMB and the RCPP process. Mr. Sip briefly referred to a document that was developed to highlight progress the RRWMB has been made over the last 10 months and that this has been shared with the Managers. Mr. Sip stated that the progress has been a team approach with the Managers, staff, legal counsel, the TAC, Red River Basin Coordinator, and the RRWMB Legislative Liaison.

11. Agency and Partner Reports:

- **Member Watershed Districts:** The Wild Rice Watershed District provided a written report at the meeting.
- **IWI:** A written report was provided at the meeting.
- **RRBC:** Mr. Priester gave an update on the Long-term Flood Solutions document and stated that the United States Army Corps of Engineers is still working on their finances for their contribution. Mr. Preister stated that the RRBC has received a \$40,000 grant from the MPCA and that he has met with most of the area watershed districts and will be meeting with the counties. Mr. Preister mentioned that the annual RRBC Conference will take place on January 15 - 17, 2019 in Grand Forks, North Dakota at the Alerus Center and planning is going well for the event.
- **RRRA:** Mr. Weston provided a written report and reported to the Managers that the RRRA had a booth at the Big Iron farm show the previous week and that Mr. Sip had worked the booth with him one of the three days of the event. Mr. Weston stated that the RLWD submitted a request for additional RCPP funds for the Pine Lake project to the RRRA and that no decision has been made yet regarding that request. In addition, the RRWD expressed to Mr. Weston the urgency to have NRCS move faster on Review Point #4 for the Whitney Lake Project, as they need approval on that before they can move forward with the possibility of purchasing land at the upcoming public land auction. Mr. Weston also mentioned that the RRRA will have a regular board meeting during the Prairie Grains Conference in December 2018 and that he will work with Mr. Sip on arranging a meeting room at the Alerus Center.
- **BWSR:** Henry Van Offelen provided a written report.
- **MDA:** Jeppe Kjaersgaard provided some information on a June 2019 meeting that will be focused on drainage issues in the Red River Basin. The event is being sponsored by the Agricultural Drainage Management Systems and the North Central Sustainable Agricultural Research and Education Organization.

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



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13. Upcoming Meetings: The next regular meeting will take place on October 16, 2018 and will be held at the Roseau River Watershed District, Roseau, MN at 9:30 AM. A RRWMB special Meeting will be held on October 24, 2018 at Bremer Bank, Warren, MN at 10:00 AM. Refer to the October 2018 RRWMB meeting calendar for additional upcoming meetings.

14. Adjournment: There being no further business, the meeting was adjourned by acclamation at 11:36 AM.

Respectfully submitted,

—

Jerome Deal
Secretary

Nikki Swenson
Executive Assistant