



Red River Watershed Management Board
Meeting Highlights – May 15, 2018

1. **Financial Activity** – The RRWMB approved moving forward with an inquiry for services related to options and tools for investment of RRWMB funds. The inquiry will soon be sent out to financial institutions within the jurisdictional boundaries of the RRWMB.
2. **Treasurer** – RRWMB Manager Jason Braaten of the Roseau River Watershed District was officially appointed as the Treasurer by President John Finney. Jason will be working closely with RRWMB staff over the coming months on monthly financial information, internal controls, general accounting processes, and reporting activities.
3. **Insurance Coverage** – The RRWMB Managers accepted a quote from the League of Minnesota Cities for various insurance coverages such as general liability, directors/officers liability, workers comp, bond, etc. The new annual premium will be approximately 60 percent less per year than the current annual premium of \$11,000.
4. **Records Retention** – The need for a schedule of records retention was discussed as the RRWMB has 42 years of records in storage. As a result, RRWMB staff will be drafting a schedule to ensure that records are properly archived, stored, managed, and disposed. Staff will also research software and equipment needs to store records electronically.
5. **Internal Controls** – Credit cards were recently obtained by the RRWMB for use by staff. New policy has been developed for credit card usage and additional internal controls are currently being developed.
6. **Outreach** – The Executive Director reported that several meetings have been scheduled with member watershed districts for the coming weeks. Additionally, staff have been in contact with the Association of Minnesota Counties and the Minnesota Association of Townships to participate in upcoming summer district meetings in the Red River Basin. Several factsheets and outreach materials have also been developed and will be distributed at upcoming events. RRWMB staff are also working on several changes to the RRWMB website at: www.rrwmb.org
7. **Reports** – Several reports were shared in the meeting packet including member watershed districts, the Red River Retention Authority, the International Water Institute, and other partners.
8. **Upcoming Meetings** – A monthly meeting calendar of upcoming watershed district meetings and related events has been implemented and the May and June 2018 calendars were included in the meeting packet.
 - Next RRWMB Board Meeting – June 19, 2018 in Hallock at the Two Rivers Watershed District.