



**PROGRESS INDICATORS RELATED TO THE
RED RIVER WATERSHED MANAGEMENT
BOARD STRATEGIC PLANNING PROCESS**

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Introduction: The Red River Watershed Management Board (RRWMB) initiated a phased Strategic Planning process to restructure and to develop a strategic plan approximately three years ago. The process has resulted in the hiring of a full-time Executive Director and Executive Assistant and the establishment of a permanent co-located office with the Wild Rice Watershed District in Ada, MN. The process will conclude later in 2019 or early 2020 with the development and finalization of a strategic plan.

The RRWMB is committed to a Strategic Planning process that will bring about openness, communication, and transparency and to ensure that staff were in place to manage the affairs of the RRWMB as an organization. Another key component of the Strategic Planning Process was to continue to ensure that fiscal management and oversight of the RRWMB is strengthened and enhanced. Reduction in costs has occurred with the reorganization and restructuring of the RRWMB and this is critical as the RRWMB moves into the future.

This document is intended to illustrate progress indicators in several areas starting January 1, 2018 to the present. The document does not consider previous years efforts or attempt to assess how the RRWMB developed or adjusted processes and procedures or how the RRWMB functioned prior to new staff being hired and placed. The development of the document also provides information to the RRWMB Managers as they make decisions about existing or new policies and procedures related to the progress indicators.

Table 1 in this document is an illustration of indicators and actions that have been taken by the RRWMB in 2018 and 2019. Comments are also included in Table 1 along with a trend column illustrating progress being made for each indicator and action. Below is a legend for the trend:

RRWMB Indicators and Trends Legend:

	We have met the target.
	We are making good progress towards meeting the target.
	We are continuing our efforts in this area and some improvement is needed.
	Progress is slow or we are not meeting the target and adjustments need to be made.

QUESTIONS ABOUT THIS DOCUMENT CAN BE SUBMITTED TO:

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Table 1: Red River Watershed Management Board Indicators and Trends

Indicator	Action	Comment	Trend
Transparency and Openness	Permanent Public Office Established	The RRWMB is now co-located in Ada with the Wild Rice Watershed District in alignment and in accordance with the phased Strategic Plan.	
	Hiring and Placement of Staff	The Executive Director and Executive Assistant were hired to manage the affairs of the RRWMB and to ensure accountability, openness, financial responsiveness, and transparency in alignment and in accordance with the phased Strategic Plan.	
	Organized and Structured Regular Meetings	RRWMB monthly meetings result in structured discussion with several decisions being made each month and with appropriate follow-up to RRWMB actions.	
Fiscal Accountability	RRWMB Budget and Finance Committee	The RRWMB Budget and Finance Committee meets regularly to develop the annual operating and program budget, to recommend the RRWMB tax levy rate, review financial matters and to advise the RRWMB Managers on overall financial and fiscal management issues.	
	Internal Controls Adopted	The previous Treasurers Manual was updated to include internal controls based on recommendations and input from the RRWMB Budget and Finance Committee.	
	Credit Card Policy Adopted	Company credit cards were obtained in 2018 to streamline how smaller purchases were made by RRWMB staff. As a result, a credit card use policy was developed.	
	Cost Reductions	An analysis of staff and consultant costs for 2017 and 2018 was developed.	
	Financial Institution Interactions	The RRWMB financial institution attends RRWMB meetings as needed to provide relevant information about banking issues and related matters.	
	Review of Financial Services	The RRWMB conducted a review of the services being provided by the financial institution in 2018. An RFP was developed and distributed to over 80 financial institutions, with the RRWMB electing to remain with the current bank.	
	Review of Bank Signers	Bank signers are reviewed each year to ensure that the correct documentation is in place when changes take place to RRWMB officer positions.	
	Funding Commitments	A funding commitment spreadsheet has been developed and is updated each month to be reviewed and discussed by the RRWMB Managers.	
	Development of Annual Budget	The annual operating and program budget is developed by the Budget and Finance Committee, with information and background materials being developed and shared publicly.	
	Resolutions	Resolutions are now used for all funding agreements or contracts, setting of the annual levy, operating and program budget, and for other relevant issues. Resolutions are developed to provide justification and background regarding how the RRWMB funds projects and programs that meet its mission.	

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Communication	Communication and Outreach Strategy Developed	The first ever Strategy was developed in 2018 and is continually being implemented. The RRWMB Communication and Outreach Committee reviews the Strategy annually and provides direction on implementation of the Strategy.	
	Newsletter	Newsletters were typically developed monthly in the past. The RRWMB will now be developing a newsletter two to four times a year.	
	Annual Report	Annual reports were not developed from 2008 to 2016. An annual report was developed for 2017 and 2018 and the RRWMB will continue this effort ongoing.	
	Internal Communication	Frequent communication between RRWMB Managers and staff occurs daily, weekly, and monthly via email, phone calls, and face to face meetings.	
	External Communication	Meeting packets, post meeting highlights, and other information is shared publicly via Constant Contact. This activity also includes presentations to county boards of commissioners, member watershed districts, and other partners and stakeholders.	
	Meeting Packet	The monthly meeting packet is now distributed via Constant Contact, is placed on the RRWMB website each month, and has a consistent format each month.	
	Monthly Calendar	A monthly meeting calendar is included in the RRWMB meeting packet monthly and includes information about RRWMB, member, and stakeholder meetings.	
	Booth Materials	Pull-up display units and booth materials, factsheets, brochures, and other information along with promotional items are now shared in booths at several partner conferences.	
	Presence at Partner Events	The RRWMB now attends several partner conferences and events with a booth and gives presentations about RRWMB activities.	
	Rebranding	The RRWMB went through a process to rebrand and to update its logo, which is now placed on all materials being developed and distributed by the RRWMB.	
	Annual Conference	The joint annual conference with the RRWMB and Flood Damage Reduction Work Group has been enhanced and has been well attended the last two years. The RRWMB has also secured conference sponsors the last two years.	
	Email Distribution System	The RRWMB uses Constant Contact to distribute all materials, notices, and announcements. This system now has approximately 900 contacts that are continually updated.	
	Website	The RRWMB website is frequently updated to include monthly meeting notices, packets, newsletters, post meeting highlights, committee activities, and new publications such as the annual report and audit.	
	Media Interactions	The RRWMB has renewed interactions with television and radio stations and participates in interviews and radio shows throughout the year.	
	Facebook	The RRWMB has enhanced the use of its existing Facebook website.	

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Data and Information Management	Records Retention Schedule	A Schedule was developed and approved in 2018 and will be reviewed periodically by the RRWMB Managers.	
	Data Request Form	A new form was developed in August 2019 and will be placed on the website.	
Governance	Committee Management	Committee meetings are regularly held, publicly noticed, decisions are captured in meeting minutes/notes, and meeting materials are available to the public.	
	Process and Procedure	Additional processes and procedures have been further implemented since 2018. New policies on ring dike funding and Executive Director authority to enter into contracts in addition to the credit card usage policy have been developed.	
	Strategic Plan	The RRWMB is currently developing its first ever strategic plan.	
	Governing Documents	The Governing Documents are being reviewed currently in conjunction with the development of the strategic plan and are required to be reviewed every five years. RRWMB staff and the Red River Coordinator use this checklist.	
	Project Review Checklist	A checklist has been developed to ensure that projects potentially receiving RRWMB funding adhere to the guidelines and policies as set forth in the Governing Documents.	
Legislative and Regulatory Issues	Legislative Committee	The RRWMB formed a Legislative Committee in 2018 to develop recommendations to the RRWMB Managers on policy and funding issues so that the Legislative Liaison and Executive Director have direction each legislative session. The RRWMB Managers approve the final legislative priorities.	
	Member Input	Member watershed districts are now asked for input into the development of RRWMB legislative priorities via a resolution process.	
	Drainage Work Group (DWG)	The RRWMB attends and actively participates in DWG meetings. The RRWMB is well represented and four to six individuals from the Red River Basin attend.	
	Legislative Representation	The RRWMB hired via contract, a full-time legislative liaison to work with the Legislative Committee and Executive Director to represent the RRWMB at the Minnesota Legislature. The previous liaison retired, and this contract now brings the RRWMB back to a full-time liaison.	
	Legislative Communication	An annual end of session legislative report is now developed and distributed and 2019 was the first year of a detailed report that was shared publicly. Communication occurs during session but will be enhanced in the future.	
	Regulatory Issues	The RRWMB tracks regulatory issues at the state and federal level, discusses pertinent matters at regular monthly meetings, and develops comments on proposed environmental rules potentially affecting its members.	

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Human Resources	Human Resources Committee	The RRWMB Human Resources Committee has met several times in 2018 and 2019 to conduct performance reviews, to review consultant contracts, and to make recommendations on salary and cost of living adjustments to the RRWMB Managers.	
	Employee Performance Reviews	The Committee conducted four performance reviews of its new staff since mid-2018. Committee recommendations are publicly discussed with the full board of Managers in accordance with the closed meeting laws of Minnesota.	
	Employee Position Descriptions	Position descriptions are reviewed, and the Executive Director and Executive Assistant position descriptions were updated in 2019.	
	Committee Decisions	As with all RRWMB Committees, Human Resources Committee meetings are publicly noticed, and all meeting materials are now organized and archived at the official RRWMB office.	
Joint Powers Agreement	Membership	The RRWMB is comprised of seven watershed districts through a joint power's agreement. Four additional watershed districts in the Minnesota portion of the Red River Basin are not currently members of the RRWMB.	
	RRWMB Services Provided to Members	The RRWMB provides several services to its members including but not limited to legal counsel on issues affecting all RRWMB members, tracking of regulatory issues, legislative representation, Drainage Work Group representation, a unified voice for water and environmental management issues, and funding of projects through the RRWMB tax levy.	
	RRWMB Responsiveness to Members	The RRWMB has increased levels of responsiveness to its members and responds to their needs in a timely and efficient manner.	
	RRWMB Outreach to Members	Member meetings are now regularly attended by the Executive Director to share information related to the RRWMB budget, financial information, levy, audit, annual report, and other activities of the RRWMB. Presentations are given and discussions are held with members, with input being received from members.	
Strategic Plan	Input Process	Several opportunities have occurred for member watershed districts, partners, and stakeholders to provide input to the RRWMB as the strategic plan is developed. This has occurred at the annual conference, via a questionnaire, and through other methods. The RRWMB recently discussed the first draft of the strategic plan and reviewed recent input and feedback received from stakeholders and partners during July and August 2019.	

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Stakeholders and Partners	Annual Conference	As previously indicated, the RRWMB attends several partner events and annual conferences with a booth including but not limited to the Red River Basin Commission, Minnesota Association of Watershed Districts, Prairie Grains Conference, Big Iron, and related events.	
	Annual Tours	The RRWBM held a joint annual tour in 2019 with the Minnesota Association of Watershed Districts and several partners in the southern Red River Basin. It is anticipated that a tour will be held annually with various partners in 2020 and beyond.	
	Regular Meetings	The RRWMB also regularly attends several partner meetings on a continual basis to share information and to provide updates on RRWMB activities and initiatives.	