APPROVED MEETING MINUTES
RED RIVER WATERSHED MANAGEMENT BOARD MEETING
February 19, 2019
Red Lake Watershed District | Thief River Falls, Minnesota

1. **Call to Order:** The Red River Watershed Management Board (RRWMB) met on Tuesday, February 19, 2019 at the Red Lake Watershed District, Thief River Falls, Minnesota. Vice President Greg Holmvik called the meeting to order. Members present were LeRoy Ose, Dan Money, Jason Braaten, Roger Mischel, and Linda Vavra. Members absent: John Finney.

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 Preister, Executive Director, Red River Basin Commission (RRBC)
- Jerry Bents, Engineer, Houston Engineering Incorporated
- Robert Sip, Executive Director, RRWMB
- Nikki Swenson, Executive Assistant, RRWMB
- Morrie Lanning, Staff, Barr Engineering
- Nate Dalager, Engineer, HDR Engineering, Inc.
- Debra Walchuk, Natural Resource Conservation Service (NRCS)
- Tracy Halstensgard, Administrator, Roseau River Watershed District (RRWD)
- Allen Wold, Manager, Bois de Sioux Watershed District (BdSWD)
- Henry Van Offelen, Board of Water and Soil Resources (BWSR)
- LeRoy Stumpf, Staff, Congressman Collin Peterson’s Office
- Chad Engels, Engineer, Moore Engineering Inc.
- Mike Ell, North Dakota Department of Health
2. **Meeting Additions and Adoption of Agenda:** Mr. Sip requested that the legislative report be given when the Legislative Liaison was available via telephone to provide the update. A **Motion** to approve the Agenda with the addition was made by Ms. Vavra and **Seconded** by Mr. Mischel. **Carried.**

3. **Annual Performance Review of the Executive Assistant:** Mr. Holmvik asked Mrs. Swenson if she would like the session to be closed according to state statute. Mrs. Swenson indicated that it was not necessary to close the session to discuss her performance review. Mr. Braaten stated that the Human Resources Committee met at 9:00 am that morning and the Committee discussed and reviewed an updated position description for the Executive Assistant. Mr. Braaten also stated that Mr. Sip discussed the performance review that he conducted for the Executive Assistant and the Committee reviewed and discussed the matter. Mr. Braaten indicated that the Committee accepted the performance review conducted of the Executive Assistant by the Executive Director and that the Executive Assistant is eligible for a $2,000 salary increase according to the appointment letter from January 2018.

The Committee recommended to the RRWMB Managers that the updated position description for the Executive Assistant be approved and to approve the $2,000 salary increase according to Mrs. Swenson’s appointment letter. Mr. Money asked if the updated position description included all duties and responsibilities from the original. Mr. Sip explained the need for an updated positions description to the Managers and that all the original duties and responsibilities were incorporated into the new, updated position description. A **Motion** to approve the updated position description, accept the review conducted of the Executive Assistant by the Executive Director, and to approve the $2,000 salary increase for the Executive Assistant was made by Mr. Mischel, **Seconded** by Mr. Braaten. **Carried.**

4. **Approval of the January 15, 2019 Meeting Minutes:** **Motion** by Mr. Ose to dispense with the reading of the minutes for January 15, 2019, **Seconded** by Mr. Money. **Carried.** A **Motion** by Mr. Money to approve the January 15, 2019 meeting minutes, **Seconded** by Mr. Braaten. **Carried.**

5. **Financial Reporting:**
   - **A. Treasurer’s Report:** Mr. Ose made a **Motion** to dispense with the reading of the Treasurer’s Report, **Seconded** by Mr. Mischel. **Carried.** Mr. Braaten presented the financial report to the Managers. **Motion** to approve the Treasurer's Report by Mr. Ose, **Seconded** by Mr. Mischel. **Carried.**
B. The bills presented for approval as of February 19, 2019, were as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Memo</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Ada Chamber of Commerce</td>
<td>02/11/2019</td>
<td>2019 Chamber Membership</td>
<td>75.00</td>
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<td>Arvig - Rent</td>
<td>02/01/2019</td>
<td>March Rent</td>
<td>625.00</td>
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<td>Arvig - Phone</td>
<td>02/05/2019</td>
<td>February Phone Bill</td>
<td>249.45</td>
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<td>Cardmember Services</td>
<td>02/11/2019</td>
<td>February Bill</td>
<td>930.23</td>
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<td>Dot.Com Connection</td>
<td>02/04/2019</td>
<td>January Services</td>
<td>270.00</td>
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<td>HDR Engineering, Inc.</td>
<td>02/13/2019</td>
<td>TAC Meeting in Ada</td>
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<td>International Water Institute</td>
<td>01/16/2019</td>
<td>CWL - River Watch Project Pay Req 2</td>
<td>58,120.22</td>
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<td>Lisa A. Frenette</td>
<td>02/11/2019</td>
<td>Reimbursement</td>
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<td>Madison National Life Ins Co, Inc.</td>
<td>01/23/2019</td>
<td>Short and Long-term Disability Insurance</td>
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<td>Marco Technologies LLC</td>
<td>01/23/2019</td>
<td>Toner Refills x 4</td>
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<td>Moore Engineering, Inc.</td>
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<td>December Services</td>
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<td>Nikki Swenson</td>
<td>02/12/2019</td>
<td>Mileage Reimbursement</td>
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<td>Northwest Beverage</td>
<td>01/16/2019</td>
<td>Office Water</td>
<td>22.75</td>
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<td>Office Supplies Plus</td>
<td>01/16/2019</td>
<td>Tax Envelopes, 1099, Folders, Paper, Coffee Pot, and Misc. Office Supplies</td>
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<td>Ralph's Food Pride</td>
<td>02/11/2019</td>
<td>Meeting Snacks</td>
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<td>Robert Sip</td>
<td>02/11/2019</td>
<td>1/7/19 - 2/14/19 Reimbursement</td>
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<td>02/08/2019</td>
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<td>01/23/2019</td>
<td>2018 Overage Cost on Color Copies</td>
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<td>Wild Rice Watershed District</td>
<td>02/12/2019</td>
<td>Shared Expenses</td>
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<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$74,939.85</strong></td>
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Motion to approve and pay bills along with manager vouchers presented by Mr. Money, Seconded by Ms. Vavra. Discussion: None. Carried. For further reference, copies of the bills approved are attached hereto in the Treasurer’s Report as Exhibit A.

C. Review Funding Commitments: Mr. Sip reviewed the updated funding commitments spreadsheet as an information item for the Managers. Mr. Sip indicated that the only changes in the document were the updated bank balances and that the new CD balances were added to the balance of available funds.
D. Budget and Finance Committee Meeting Update: Mr. Sip referred the Managers to the board agenda item in the meeting packet for this matter. Mr. Sip indicated that the Budget and Finance Committee met on January 24, 2019 to review several financial matters and to discuss investment strategies. The Committee recommended that funds be transferred from the money market account into two separate CDs, each for $5 million, with one CD at a nine (9) month term and the other for a twelve (12) month term.

The Committee also recommended that additional funds be transferred from the checking account into the money market account. Mr. Sip reported that the bank signers list had been updated and that the Investment Committee had made the funds transfers according to the Internal Controls and Treasurers Policy Manual. The Committee reviewed and discussed the Levy Reduction Criteria that was originally adopted by the Managers in 2017 and recommended that the issue be sent to legal counsel for review. Mr. Sip indicated that no information was available yet from legal counsel and that the legal review of the matter had not been completed.

E. Annual Auto-pay Vendors List: Mr. Sip referred the Managers to the board agenda item to illustrate the 2018 list of auto-pay vendors that were approved early in 2018. Mr. Sip reviewed the new vendors that would be added to the list and adjustments to the current list that staff were recommending. Mr. Mischel made a Motion to approve the list, Seconded by Mr. Braaten. Carried.

6. Funding Requests:
   A. Project Step Process reports and applications: Mr. Sip indicated that no new projects have been submitted.

   B. Technical Advisory Committee (TAC) Recommendations:
      - Bois de Sioux Watershed District Funding Request: Wilkin County Ditch 9 and 10-Clean Water Project No. 1: Mr. Sip and Mr. Hemphill discussed this matter and indicated that the TAC had recently met. Mr. Sip stated that the BdSWD has indicated that they would wait with their request until the RRWMB Governing Documents Committee had further developed potential changes to the Governing Documents. Mr. Sip indicated that the Governing Documents Committee would provide an update regarding the Committee’s recent meeting to discuss potential changes. Mr. Engels affirmed that the BdSWD would wait until the changes have been proposed and adopted by the RRWMB regarding the funding of projects such as the Wilkin County Ditch 9 and 10-Clean Water Project No. 1.
C. Other Requests for funding:

- **Cold Weather BMP Workshop:** Mr. Sip provided a brief overview of the request and stated that information had been provided to the Managers in the past about this upcoming event. Mr. Ell provided an overview of the event and discussed the budget and finances for the workshop. Mr. Ell stated that technical writers have been secured for the workshop and that this effort would further inform what is known about best management practices in cold weather regions. Mr. Ell said that there would also be an outreach component and that a series of factsheets will be created.

Mr. Sip stated that the Red River Retention Authority (RRRA) has indicated that approximately $9,500 is potentially available for this workshop. Mr. Ell stated that he would be attending the next RRRA meeting on March 20, 2019 to discuss the matter. Mr. Sip said that the RRWMB TAC has reviewed the matter at their recent meeting and that the TAC recommended that it be ensured that the RRRA funds were not local funds from the RRWMB or Red River Joint Water Resource District and that each entity contribute $2,500 for the workshop.

Mr. Sip said that he had contacted the RRRA and it was affirmed that the approximate $9,500 available was not local funds, but rather from another federal sources. Mr. Ell stated that $10,000 is also available through a federal 319 grant being managed by the North Dakota Department of Health. Mr. Ell mentioned that additional funding may be available through the Northwest Regional Sustainable Development Partnership managed by the University of Minnesota. Mr. Ell stated that approximately $7,500 is available through this source. Mr. Money stated that according to the RRWMB Governing Documents funding procedures, that funding could not be granted until the March 2019 RRWMB regular board meeting. Mr. Ose made a Motion to table the matter until March 20, 2019, Seconded by Mr. Mischel. Carried.

7. **2019 Tour:** Mr. Sip stated that there has been discussion with several partner organizations about holding one tour in late June 2019 in the Red River Basin of Minnesota. Partners involved would include the Red River Joint Water Resource District, RRRA, RRBC, RRWMB, Minnesota Association of Watershed Districts (MAWD), and the Bois de Sioux Watershed District. Mr. Sip stated that a combined tour would likely provide additional staff and financial resources, sharing of expenses could occur, and that the event would meet several partner goals for education and outreach. There was a Motion to move forward with planning a combined tour with partner organizations by Mr. Money, Seconded by Mr. Braaten. Discussion was held and it was asked if this tour would be held as part of the regular MAWD summer tour.
Mr. Sip stated that he had been in contact with MAWD and it was indicated that the MAWD summer tour had not been held in the Red River Basin for several years. MAWD stated that the tour would be held in the Red River Basin and that more details would be announced once planning for the event ensues. **Carried.**

8. **Board Insurance Coverage:** Mr. Sip reviewed the current board insurance policies and stated that all policies would be coming due in late May 2019. Mr. Sip requested that the Managers authorize transferring the insurance agent from the Twin Cities to a local agent. Mr. Sip indicated that the Kappes - Leiran agency in Ada can provide coverage through the League of Minnesota Cities. Mr. Money inquired if the commissions would stay the same. Mr. Sip stated that he did not have adequate information to answer questions related to commissions, but that information could be brought back to the March 2019 regular meeting. Mr. Ose made a **Motion** to move forward with the agent changes, **Seconded** by Mr. Braaten. Discussion was held and the Managers affirmed that more information should be provided about the agent commissions before a change in agent was requested. Mr. Ose **Withdrew** the previous motion and then made a new **Motion** to table the matter until the March 20, 2019 meeting so that Mr. Sip could submit agent commission information to the Managers, **Seconded** by Mr. Braaten. **Carried.**

9. **Legislative Issues and Report:** Ms. Frenette provided the legislative update via telephone and she stated that there have been a few bills of interest introduced. Ms. Frenette stated that the River Watch Program would be heard in house and senate hearings the next day and that arrangements had been made with the International Water Institute to give testimony with students and instructors. Ms. Frenette indicated that the Flood Damage Reduction Work Group was requesting a $100,000 increase in the current base funding of $264,000. Mr. Sip stated that the current funds are expended each year and that the needs of the watershed districts far exceeds the current funding of $264,000.

Ms. Frenette briefly discussed the Fargo-Moorhead Diversion project, permitting issues, and funding of the project. Ms. Frenette also mentioned that any increase to the watershed district general fund tax levy is receiving resistance from legislators and that they would like to see the levy language reflect a specific dollar amount for the ceiling instead of an open amount. Mr. Money asked if there were any key people to talk to regarding the issues that have been presented this week. Ms. Frenette provided information about matter and stated that she would keep the Managers informed of when additional contact should be made by Managers.

Mr. Money inquired about the schedule for the week and Ms. Frenette discussed the MAWD legislative event and various activities that would be taking place the next two days in St. Paul. It was indicated by Ms. Frenette that the RRWMB had originally scheduled a meet and greet with legislators the morning of Thursday, March 21, 2019 but it has been cancelled due to the weather and changes in legislator’s schedules.
Ms. Frenette stated that the schedule for RRWMB meetings in St. Paul would be fluid and that a final schedule would be shared soon. Mr. Sip discussed some financial information provided by DNR regarding 2018 state bonding dollars allocated to flood damage reduction projects across the state. Lengthy discussion ensued about this matter, project readiness, phases of project readiness, and funds committed or encumbered by project sponsors on the document provided to the Managers by Mr. Sip.

10. Reports:
   A. Internal RRWMB Committees:

   - **Red River Basin Coordinator Report:** Mr. Hemphill stated that the FDRWG will meet February 28, 2019 at the Minnesota Department of Transportation building in Detroit Lakes. Mr. Hemphill said that the agenda includes presentations on the Whitney Lake and Klondike projects and that an FDRWG strategic planning update will be provided by the FDRWG Strategic Planning Sub-committee. Mr. Hemphill reminded everyone that the Ring Dike Grant still has $125,179.06 available until June 30, 2019. Mr. Hemphill mentioned that the RRWMB TAC met February 11, 2019 in Ada and reviewed the BdSWD project, a draft factsheet and flowchart, the cold weather BMP workshop, and discussed the formulation of recommendations of a new process for non-retention flood damage reduction projects.

   Mr. Hemphill stated that the FDRWG Technical and Scientific Advisory Committee (TSAC) met last week in Ada and that the first meeting was spent reviewing the current TSAC papers and to determine if the papers needed to be updated. Mr. Hemphill indicated that the TSAC members affirmed that all the technical papers were still adequate, and that additional review would be requested of specific experts and agencies and that more information about the review of the technical papers would be forthcoming.

   - **Governing Documents Committee:** Mr. Money and Mr. Sip provided an overview of the recent Committee meeting and the Managers were informed that Mr. Money agreed to chair the Committee. Mr. Sip and Mr. Money stated that several minor changes would need to be implemented that relate to the RRWMBs new logo, updating the listing of current RRWMB member watershed districts, address changes, and other housekeeping related matters. Mr. Money stated that the funding procedures were reviewed in detail and that the Committee discussed the need to make the RRWMB funding process more clear.

     The Committee is recommending that two funding application packets be developed, with one packet for flood damage reduction projects, and the other packet for programs, studies, testing, and monitoring programs and initiatives. The Committee requested Mr. Sip and Mr. Hemphill to start developing draft application packets along with a checklist for the next Committee meeting on April 18, 2019.
Mr. Sip indicated that a checklist was developed several months ago and that he and Mr. Hemphill have been using it but that it would likely need to be updated. Mr. Money also stated that the Committee discussed the need to separate out general operational policies into a separate manual from the Governing Documents. Mr. Money indicated that once the applications packets and all changes have been made to the Governing Documents and approved by the Managers, that education and outreach should be conducted to make the processes clearer.

Mr. Sip stated that he would also inquire with the watershed district administrators at an upcoming meeting to obtain their input on these matters. It was mentioned by Mr. Van Offelen, that TAC duties and responsibilities should be added to the Governing Documents and the Managers affirmed that this change should be included in the next version of the Governing Documents.

B. External Committees - Drainage Work Group (DWG): The DWG did not meet in February 2019 and no report is available.

C. Executive Director Report – Mr. Sip briefly discussed the RRBC allocation and that the funding agreement, board agenda item, scope of services, and board resolution would be brought to the March 2019 regular meeting. Mr. Sip discussed the upcoming MAWD and RRWMB legislative events for the next two days and distributed a packet of materials for the RRWMB Managers, watershed district administrators, and other interested individuals at the meeting. Mr. Sip indicated that the 2018 annual draft report would likely be ready for the April 2019 RRWMB regular meeting.

11. Agency and Partner Reports:
   - **Member Watershed Districts:**
     - **Wild Rice Watershed District:** A written report was shared at the meeting.
     - **International Water Institute:** A written report was submitted for the meeting packet.
     - **Red River Basin Commission:** Mr. Preister presented information about the recent 2019 RRBC conference and indicated that it was a success. Mr. Preister briefly discussed phosphorus limits for wastewater treatment plants. Mr. Preister stated that the RRBC had recently met with the Sand Hill River Watershed District and indicated that the District has agreed to allocate $5,000 to the RRBC, with the RRWMB funding commitment being reduced by $5,000.
   - **Red River Retention Authority:** A written report was submitted for the meeting packet.
   - **Board of Water and Soil Resources (BWSR):** A written report was submitted for the meeting packet.
• **NRCS**: Ms. Walchuk from NRCS submitted a written report that was summarized at the meeting and she stated that the RRWMB could officially ask the NRCS to review the Benefit Cost Analysis template recently completed and approved by the RRWMB Managers. Ms. Walchuk stated that the comment period is open for the developed of the RCPP rules.

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

13. **Upcoming Meetings**: Mr. Sip stated that the next regular RRWMB meeting will take place on Wednesday, March 20, 2019 and will be held at the Courtyard Marriott Moorhead, MN at 9:30 a.m.

14. **Adjournment**: There being no further business, the meeting was adjourned by acclamation at 11:22 PM.

Respectfully submitted,

______________________________________  ____________________________________  
LeRoy Ose  Nikki Swenson  
Secretary  Executive Assistant