

# PROGRESS INDICATORS



**UPDATE APPROVED SEPTEMBER 15, 2020**

**Introduction:** The Red River Watershed Management Board (RRWMB) initiated a phased Strategic Planning process to restructure and to develop a strategic plan in March 2016. The process 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 concluded in December 2019 with the adoption of a strategic plan.

The RRWMB committed to a Strategic Planning process that focused on bringing 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 continually strengthened and enhanced. Reduction in costs occurred with the reorganization and restructuring of the RRWMB.

This document is an update to the original Progress Indicators that were approved in October 2019, which were intended to illustrate progress in several areas starting January 1, 2018 to October 2019. The document does not consider 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 prior to 2018. This update continues to provide information to the RRWMB Managers as they make decisions about existing or new policies and procedures related to Indicators illustrated in this document.

Table 1 in this document is an illustration of indicators and actions that have been taken by the RRWMB from January 1, 2018 to October 2019 and additional adjustments that have been made since that time. 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.
	No trend.

**2020 Pandemic Note:** Due to the current pandemic, in-person meetings and activities have been affected due to social distancing requirements. RRWMB regular meetings have been held primarily by electronic means. RRWMB staff have continued to interact with member watershed districts, partners, and stakeholders through various electronic platforms. The pandemic has also impacted the ability of RRWMB staff to work in person but use electronic means to frequently communicate.

**QUESTIONS ABOUT THIS DOCUMENT CAN BE SUBMITTED TO:**

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**Table 1: Red River Watershed Management Board Indicators and Trends**

<b>Indicator</b>	<b>Action</b>	<b>Comment</b>	<b>Trend</b>
<b>Transparency and Openness</b>	Permanent Public Office Established	The RRWMB is co-located in Ada with the Wild Rice Watershed District in alignment and in accordance with the completed phased Strategic Plan.	No Change
	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.	No Change
	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. Meetings held electronically include various options for participation.	No Change
<b>Fiscal Accountability</b>	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.	No Change
	Cash-flow Analysis Tool Developed	A cash-flow analysis tool was developed in 2020 to be used by the RRWMB Budget and Finance Committee to assist in making recommendations to the RRWMB Managers related to the annual Operating, Program, and Project Budget and Levy.	New Item
	Internal Controls Adopted	The original Treasurers Manual was updated in 2018 to include internal controls based on recommendations and input from the RRWMB Budget and Finance Committee. The new Internal Controls and Treasurers Policy Manual was updated in 2019.	No Change
	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.	No Change
	Cost Reductions	An analysis of staff and consultant costs for 2017 and 2018 was developed and approved in 2019. The analysis resulted in approximately \$85,000 in cost reductions.	No Change
	Fiscal Management	The RRWMB earned \$760,421.41 in interest on its accounts from 2018 to 2020 and these funds offset operational costs and other expenses.	New Item
	Financial Institution Interactions	The RRWMB financial institution attends RRWMB meetings as needed to provide relevant information about banking issues and related matters. Bank officials attend at least two RRWMB meetings each year to review accounts.	No Change
	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.	No Change

Indicator	Action	Comment	Trend
	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.	No Change
	Funding Agreements	Funding agreements are developed and executed by resolution when funds are disbursed for projects, programs, and initiatives.	New Item
	Funding Commitments	A funding commitment spreadsheet has been developed and is updated each month to be reviewed and discussed by the RRWMB Managers for both Flood Damage Reduction (FDR) and Water Quality Projects.	No Change
	Development of Annual Budget	The annual operating and program budget is developed by the Budget and Finance Committee each year for recommendation to the RRWMB Managers, with information and background materials being developed and shared publicly.	No Change
	Resolutions	Resolutions are 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.	No Change
<b>Communication</b>	Communication and Outreach Strategy Developed and Updated	The first ever Strategy was approved on June 19, 2018 and is continually being implemented. The RRWMB Communication and Outreach Committee reviews the Strategy annually and provides direction on implementation of the Strategy. An updated Strategy was approved by the RRWMB Managers on December 17, 2019.	No Change
	Newsletter	Newsletters were typically developed monthly in the past. The RRWMB will be developing a newsletter two to four times a year using electronic means.	Formerly Red
	Annual Report	Annual reports were not developed from 2008 to 2016. An annual report was developed for 2017, 2018, and 2019 and the RRWMB will continue this effort ongoing. A 2019 RRWMB Year in Review was also developed for the March 2020 annual conference with the Flood Damage Reduction Work Group.	No Change
	Internal Communication	Frequent communication between RRWMB Managers and staff occurs daily, weekly, and monthly via email, phone calls, and face to face meetings.	No Change
	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.	No Change
	Technology	The RRWMB utilized technology to pre-record presentations for interaction in 2020 for partner meetings and to present at annual conferences and events. It is anticipated that the use of this technology will continue into 2021.	New Item
	Meeting Packet	The monthly meeting packet is distributed via Constant Contact, is placed on the RRWMB website each month, and has a consistent format each month.	No Change

Indicator	Action	Comment	Trend
	Monthly Calendar	A monthly meeting calendar is included in the RRWMB meeting packet monthly and includes information about RRWMB, member, and stakeholder meetings.	No Change
	Booth Materials	Pull-up display units and booth materials, factsheets, brochures, and other information along with promotional items are shared in booths at several partner conferences.	No Change
	Presence at Partner Events	The RRWMB attends several partner conferences and events with a booth and gives presentations about RRWMB activities.	No Change
	Rebranding	The RRWMB went through a process to rebrand and to update its logo, which is placed on all materials being developed and distributed by the RRWMB.	No Change
	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 for the last three years.	No Change
	Email Distribution System	The RRWMB uses Constant Contact to distribute all materials, notices, and announcements. This system has approximately 900 contacts that are continually updated.	No Change
	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. The RRWMB is currently working on an update to the website and the goal is to utilize RRWMB staff to complete ongoing maintenance.	No Change
	Media Interactions	The RRWMB has renewed interactions with television and radio stations and participates in interviews and radio shows throughout the year. The RRWMB also works with partners to coordinate on media outreach.	No Change
	Facebook	The RRWMB has enhanced the use of its existing Facebook website.	No Change
<b>Data and Information Management</b>	Records Retention Schedule	A Schedule was developed and approved in 2018 and will be reviewed periodically by the RRWMB Managers.	No Change
	Data Request Form	A new form was developed in August 2019 and is now on the website.	No Change
	M-files	M-files was purchased in 2018 and is used to electronically archive historic document and current information that is continually developed by the RRWMB. M-files is also being further implemented to track funding agreements and contracts and associated times, deadlines, and related provisions. M-files will also be used for electronic signatures by grantees, legal counsel, and the RRWMB.	New Item

Indicator	Action	Comment	Trend
<b>Governance</b>	Committee Management	Committee meetings are regularly held, publicly noticed, decisions are captured in meeting minutes/notes, and meeting materials are available to the public. All Committee assignments are reviewed each January and a document highlighting RRWMB Manager involvement in internal and external committees is updated each year.	No Change
	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.	No Change
	Strategic Plan	The RRWMB approved its first ever strategic plan in December 2019. The RRWMB continues to work on the priorities within the plan and will work towards accomplishing the priorities given time and resources that are available.	Formerly Blue
	Governing Documents	The Governing Documents are being reviewed currently and are required to be reviewed every five years.	No Change
	Checklists and Forms	A checklist for FDR projects has been developed to ensure that projects potentially receiving RRWMB funding adhere to the guidelines and policies as set forth in the Governing Documents. Other new forms/processes include those for general funding requests for programs/initiatives, extension requests, and an application for hardships/urgent need.	No Change
	Water Quality Program	The RRWMB Water Quality Program was approved in March 2020 with input from the RRWMB Monitoring and Water Quality Advisory Committee. Since adoption of the Program, six Base Funding and four Competitive projects have been approved by the RRWMB. As the Program matures, the RRWMB will continue to review progress and may implement adjustments as needed. An application packet has been developed along with process, procedures, and guidelines for the Program. A checklist has also been developed for water quality projects and a Findings of Fact document has been developed for use by the Water Quality and Monitoring Advisory Committee when reviewing water quality projects through the Water Quality Program as the Committee makes recommendations to the RRWMB.	New Item
<b>Legislative and Regulatory Issues</b>	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 as recommended by the Committee.	No Change
	Member Input	Member watershed districts are asked for input into the development of RRWMB legislative priorities via a resolution process.	No Change

Indicator	Action	Comment	Trend
	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.	No Change
	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 at the end of 2017 and the full-time liaison focuses on legislative activities and tracking of regulatory issues.	No Change
	Legislative Communication	An annual end of session legislative report is 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.	No Change
	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.	No Change
<b>Human Resources</b>	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.	No Change
	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. The current pandemic situation has limited the ability of the Human Resources Committee to meet in person to conduct reviews.	No Change
	Employee Position Descriptions	Position descriptions are reviewed, and the Executive Director and Executive Assistant position descriptions were updated in 2019.	No Change
	Committee Decisions	As with all RRWMB Committees, Human Resources Committee meetings are publicly noticed, and all meeting materials are organized and archived at the official RRWMB office.	No Change
<b>Joint Powers Agreement</b>	Membership	There are 11 organized watershed districts in the Minnesota Portion of the Red River Basin. Seven of these watershed districts are members of the RRWMB through a joint power's agreement. Of the four non-member watershed districts, two are former members and two have never been RRWMB members.	No Change
	RRWMB Services Provided to Members	The RRWMB provides several services to its members. The RRWMB Executive Director frequently interacts with membership to obtain input about how services can be enhanced or if new services can be developed and provided. A factsheet on services provided to membership has been developed.	No Change

Indicator	Action	Comment	Trend
	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.	No Change
	RRWMB Outreach to Members	Member meetings are 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.	No Change
<b>Stakeholders and Partners</b>	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.	No Change
	Annual Tours	The pandemic did not allow for any tours in 2020. It is anticipated that some tours may potentially be held in 2021 by the Minnesota Association of Watershed Districts, Red River Basin Commission, and the Red River Retention Authority.	No Trend
	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.	No Change