



Red River Watershed Management Board

Board of Managers

John Finney, President-Humboldt LeRoy Carriere-Roseau Dan Money-Hallock Ben Kleinwachter-Strandquist
Orville Knott, Vice President-Red Lake Falls Daniel Wilkens, Treasurer-Fertile Greg Holmvik-Ada Jerome Deal, Secretary-Wheaton
Naomi Erickson, Administrator-Detroit Lakes

RED RIVER WATERSHED MANAGEMENT BOARD MEETING

January 21, 2014

Wild Rice Watershed District, Ada, Minnesota

The RRWMB met on Tuesday, January 21, 2014 at the Wild Rice Watershed District, Ada, Minnesota.

President John Finney called the meeting to order.

Members present were:

LeRoy Carriere	Dan Money
Ben Kleinwachter	Orville Knott
Daniel Wilkens	Greg Holmvik
Jerome Deal	

Others present were:

- Naomi Erickson, Administrator
- Ron Harnack, Project Coordinator
- Dan Thul, Red River Coordinator
- Heidi Hughes, Public Information Officer
- Nick Drees, Administrator, Middle Snake Tamarac Rivers WD
- Jerry Bents, Engineer, Houston Engineering, Inc.
- Nate Dalager, Engineer, HDR Engineering, Inc.
- Pat Downs, Executive Director, RRRRA
- Kevin Ruud, Administrator, Wild Rice WD
- Myron Jesme, Administrator, Red Lake WD
- Henry Van Offelen, MDNR Red River Basin Coordinator
- Chuck Fritz, Director, International Water Institute
- Morrie Lanning, Barr Engineering, Inc.
- Peter Buessler, Regional Manager, MDNR
- Ron Adrian, Engineer, Houston Engineering, Inc.
- Tracy Halstensgard, Administrator, Roseau River WD

Motion by Manager Money to dispense with the reading of the minutes and approve as written with minor corrections, **Seconded** by Manager Knott, **Carried**.

The Treasurer's report was presented and it was approved as read. **Motion** by Manager Deal to approve the Treasurer's Report, **Seconded** by Manager Carriere, **Carried**. A one-page handout of monthly bills to be approved was distributed. **Motion** to approve and pay bills by Manager Deal, **Seconded** by Manager Holmvik, **Carried**. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

Annual Board Organization

The Annual Board Organization was conducted. President Finney turned the meeting over to Vice President Knott who asked for nominations for President of the Board. Manager Deal nominated Manager Finney for President. Nominations were called for three times by Manager Knott. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for John Finney for President by Manager Deal, **Seconded** by Manager Carriere, **Carried**.

President Finney asked for nominations for Vice President of the Board. Manager Carriere nominated Manager Knott for Vice President. Nominations were called for three times by President Finney. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Orville Knott for Vice President by Manager Deal, **Seconded** by Manager Money, **Carried**.

President Finney asked for nominations for Secretary of the Board. Manager Money nominated Manager Deal for Secretary. Nominations were called for three times by President Finney. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Jerome Deal for Secretary by Manager Wilkens, **Seconded** by Manager Knott, **Carried**.

President Finney asked for nominations for Treasurer of the Board. Manager Knott nominated Manager Wilkens for Treasurer. Nominations were called for three times by President Finney. No further nominations were made. **Motion** to cease nominations and have the Secretary cast a unanimous ballot for Daniel Wilkens for Treasurer by Manager Kleinwachter, **Seconded** by Manager Carriere, **Carried**.

Resolution Authorizing the Regular Monthly Meeting Date and Time

The Red River Watershed Management Board considered the designation of the regular monthly meeting date and time at the regular board meeting held in Ada, MN, on Tuesday, January 21, 2014.

On a **motion** by Manager Knott, **seconded** by Manager Deal, and on a vote of 7 for and 0 against, the motion passed to designate the third Tuesday of each month at 9:30 a.m. as the regular monthly meeting date and time for the Red River Watershed Management Board.

Resolution Authorizing the Payment of Per Diem/Mileage to Managers

The Red River Watershed Management Board considered the authorization of payment of per diem/mileage to Managers at the regular board meeting held in Ada, MN, on Tuesday, January 21, 2014.

On a **motion** by Manager Wilkens, **seconded** by Manager Money, and on a vote of 7 for and 0 against, the motion passed to allow the maximum per diem by state law which is currently \$75.00 per day and the maximum IRS limit for mileage which is currently 56 cents per mile unless a change occurs.

Resolution Authorizing Deposit/Investment of Funds

The Red River Watershed Management Board considered the authorization of deposit/investment of funds at the regular board meeting held in Ada, MN, on Tuesday, January 21, 2014.

On a **motion** by Manager Deal, **seconded** by Manager Knott, and on a vote of 7 for and 0 against, the motion passed to authorize the Red River Watershed Management Board to reaffirm the adoption of the Treasurer's Manual originally adopted on 4/19/91 and amended on 8/08/95, 1/18/00, and 3/16/04.

Resolution Authorizing Legal Counsel

The Red River Watershed Management Board considered the authorization of legal counsel at the regular board meeting held in Ada, MN, on Tuesday, January 21, 2014.

On a **motion** by Manager Deal, **seconded** by Manager Kleinwachter, and on a vote of 7 for and 0 against, the motion passed to obtain legal counsel on a case-by-case basis for the Red River Watershed Management Board.

Red River Coordinator Contract

Peter Buessler, Regional Manager - MDNR discussed the State of Minnesota Income Contract between the MDNR and the RRWMB. The contract is to jointly fund the Red River Watershed Coordinator position (Dan Thul) with the State to provide ~ 25% of a full-time equivalent at a cost of \$24,000 each year for a two-year period from the RRWMB in order to coordinate activities between the MDNR and the RRWMB.

P. Buessler explained that for the past couple of years, D. Thul has been spending more time on RRWMB activities than is provided for in the contract. The MDNR has been able to subsidize these extra hours with available General Fund dollars, however, after a recent review of budgets and salaries this option will no longer be available. From July 1 – December 17, D. Thul spent 40% of his billable hours on work for the RRWMB which exceeded the 25% of his time planned for in the contract. The net result is about 80% of the \$24,000 (~\$19,000) of the current contract has been expended. Approximately 90 hours of D. Thul's time remains for FY14.

The current contract is for \$24,000 each year for a two-year period (07/01/13 - 06/30/15). The following options were discussed:

- Limit the hours D. Thul provides the RRWMB between now and June 30 to the remaining available funds (~90 hrs./\$4,850).
- Amend the contract and increase it enough to cover either:
 - 25% of his billable hours as was identified in the original contract (\$8,775).
 - 40% of his billable hours to reflect the same level of time he has been spending in the first half of FY14 (\$22,500).

Manager Wilkens requested D. Thul to review his job duties to determine the time required to complete current initiatives while also estimating the amount of time needed for future activities. Manager Finney directed the board's Human Resource Committee (J. Finney, O. Knott, J. Deal and D. Wilkens) to discuss the available options and develop a recommendation. Manager Wilkens suggested that M. Carroll participate in the discussion. P. Buessler offered to assist the committee as well.

Public Information Initiative

N. Erickson reported that Dr. Mark Meister submitted his resignation as the board's Public Information Officer. As a result of his wife's continuing battle with cancer, he is no longer able to provide consulting services to the board.

Following discussion, the Public Information Committee agreed to schedule a meeting to discuss how to proceed. Members of the committee include: J. Deal - Chair, D. Money, D. Wilkens, and N. Erickson.

Red River Retention Authority (RRRA)

P. Downs distributed a monthly report of activities. He reported that he attended the December Diversion Authority meeting. A draft report on retention sites has been completed with plans to develop a draft funding policy in the near future.

P. Downs referred to Farm Bill 2014 and stated that by the end of January a conference report should be completed. Project identification continues relative to potential funding sources.

Project Coordinator Report

R. Harnack reviewed the Project Coordinator Report. Currently, the Governor's bonding proposal does not include funding for FDR grants or RIM Reserve. These are two programs that watershed districts have utilized to assist with funding water retention/detention projects in the Red River basin.

R. Harnack discussed the need to accelerate project development and assessment. The RRRA, Mediation Work Group and RRWMB have agreed that additional projects should be in the queue. Lack of funding is a key issue for project development and assessment. Although the Mediation Work Group provides limited funding for project development and acceleration, the amount of available funding is inadequate when more than one project team is progressing within a watershed district. Suggestions for consideration include providing additional funding to expand the Project Planning Tool for project teams as well as further project development, preliminary engineering, and project acceleration.

Administrator Report

A) IRS Standard Mileage Rate

Beginning January 1, 2014, the standard mileage rate for the use of a car (including vans, pickups or panel trucks) will be 56 cents per mile for business miles driven. The new rate for business miles compares to a rate of 56.5 cents per mile for 2013.

B) Year-end Tax Information

The 2013 year-end tax information has been prepared. The W-2's and 1099's for the board have been distributed. Please review the tax information for accuracy and report any discrepancies that should be corrected.

C) Calendar

N. Erickson reported that the 2014 calendar has been prepared and copies have been distributed to member watershed districts. She thanked Heidi Hughes and Kris Versdahl for their assistance in developing the calendar. She added that each year many comments are received that the calendar is an excellent tool that emphasizes the initiatives of the board and its member districts.

D) Governing Documents' Revisions

N. Erickson stated that the proposed revisions to the aforementioned publication have been completed by the Governing Documents Committee. The revisions were recently distributed for review and comment. She requested proposed changes to be submitted by email to her office by Friday, February 7, 2014.

E) Wilkin County Environmental Services

N. Erickson distributed correspondence received from the Wilkin County Board requesting the Wilkin County Environmental Services office to collect information to assist the board in analyzing the environmental and land use planning implications associated with floodwater storage.

Comments regarding possible amendments to the zoning ordinance are requested by January 31, 2014. Following discussion, the board directed R. Harnack and N. Erickson to develop a response to the Wilkin County Environmental Services office.

F) Upcoming Meetings/Conferences

1. **River Watch Forum**, Tuesday, March 18, 2014 at the University of Minnesota - Crookston Campus. The March board meeting has been scheduled to coincide with the forum.
2. **16th Joint Annual Conference (March Conference)**, Tuesday, March 25, 2014 - Wednesday, March 26, 2014.

Red River Basin Commission

J. Bents, Houston Engineering, Inc. conducted a presentation that was previously given at this year's Red River Basin Commission's 31st Annual Red River Basin Land & Water International Summit Conference. He discussed the Halstad Upstream Retention Study relative to the standardized melt progression event.

J. Bents explained that the modeling shows the impacts on the mainstem Red River and the region upstream of Halstad from subwatershed retention sites currently or in progress of being identified by local water boards in Minnesota and North Dakota. Once modeled, these sites will be prioritized for mainstem, local and regional benefits. Engineering and construction can then occur as landowner

buy-in, funding and permits become available. The modeling developed in Phase I of this study will be used upstream of Halstad with funding generated through the FM-Diversion Board of Authority (FM-DBA) and the RRBC as the project manager.

Water Quality Project Monitoring

C. Fritz distributed the IWI Monitoring and Education Activity Report. The IWI is in the process of performing the recommended statistical analysis for existing FDR project water quality data. Some difficulties are being experienced and may dictate software upgrades to allow for more fluent test results. When analysis is complete, draft project reports will be reviewed with the MN FDR Project Monitoring Work Group for finalization.

The IWI plans to convene a second meeting of the MN FDR Project Monitoring Work Group in early 2014. Topics for discussion include draft project reports, future project monitoring (large and small scale), and future analysis.

District Reports

- The Roseau River WD reported on the Roseau River Wildlife Management Area Project. Plans are to have the Environmental Assessment Worksheet (EAW) finalized and submitted by the end of January. A project team meeting has been tentatively scheduled for February 20, 2014.
- The Middle Snake Tamarac Rivers WD reported that public meetings have been held in conjunction with the development of the Watershed Restoration and Protection Strategy (WRAPS) for their District. The following consulting firms are conducting this effort: Emmons & Olivier Resources (EOR) - Grand Marais Creek; Houston Engineering, Inc. (HEi) - Tamarac River; and RESPEC - Snake River.
- The Wild Rice WD reported that the MDNR has established the Ordinary High Water Level (OHWL) on the site of Goose Prairie Marsh. A conference call between the MDNR and watershed district staff was conducted to discuss the impact of this determination on potential projects for this site. Additional information will be discussed at the next project team meeting scheduled for January 29, 2014.

District's Funding Requests

1. Roseau River WD / Step II Submittal Extension / Roseau River Wildlife Management Area Project

The resolution to approve the funding advance for the Roseau River Wildlife Management Area (RRWMA) Project authorized on January 17, 2012 was distributed. T. Halstensgard requested consideration of a one-year extension for submitting the Step II application. The previously authorized resolution required the Step II application to be submitted by May 21, 2013 or repayment of the funding advance would be required by May 21, 2014.

Motion by Manager Deal to approve a one-year extension for the Step II submittal for the RRWMA Project, **Seconded** by Manager Wilkens. As there was no further discussion a vote was taken. Those voting in favor of the motion included: Money, Kleinwachter, Knott, Wilkens, Holmvik and Deal. Those opposing the motion included: none. Manager Carriere abstained from voting. **Motion carried.**

The next meeting will be on February 18, 2014, at 9:30 a.m. at the Red Lake Watershed District, Thief River Falls, Minnesota.

There being no further business, the meeting adjourned at 2:15 p.m.

Respectfully submitted,

Jerome Deal
Secretary

Naomi L. Erickson
Administrator