



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 Goral, Administrator-Detroit Lakes

RED RIVER WATERSHED MANAGEMENT BOARD MEETING

December 15, 2015

Roseau River Watershed District, Roseau, Minnesota

The RRWMB met on Tuesday, December 15, 2015 at the Roseau River Watershed District, Roseau, Minnesota.

President John Finney called the meeting to order.

Members present were: LeRoy Carriere Dan Money
 Ben Kleinwachter Orville Knott
 Roger Hanson Greg Holmvik
 Jerome Deal

Others present were: Naomi Goral, Administrator
Dan Thul, Red River Coordinator
Ron Harnack, Project Coordinator
Kevin Ruud, Administrator – Wild Rice WD
Chuck Fritz, Director – International Water Institute
Morrie Lanning, Barr Engineering, Inc.
Jeff Lewis, Executive Director – RRBC
Keith Weston, Red River Basin Coordinator – USDA-NRCS
Danny Omdahl, Administrator – Middle Snake Tamarac Rivers WD
Myron Jesme, Administrator – Red Lake WD
Tracy Halstensgard, Administrator – Roseau River WD
Nate Dalager, Engineer – HDR Engineering, Inc.
Daron Selvig, Advanced Engineering & Environmental Services, Inc. (AE2S)
Tony Nordby, Engineer – Houston Engineering, Inc.
Blake Carlson, Engineer – WSN Engineering, Inc.
Cory Gieseke, Engineer – HDR Engineering, Inc.
Tony Wensloff, Manager – Roseau River WD
LeRoy Ose, Manager – Red Lake WD
April Swenby, Administrative Assistant – Sand Hill River WD
Steve Lee

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

The Treasurer's report was presented and it was approved as read. **Motion** by Manager Knott to approve the Treasurer's Report, **Seconded** by Manager Holmvik, **Carried**.

The bills to be approved as of December 15, 2015 were as follows:

Date	Num	Name	Memo	Amount
12/15/2015	7882	ACS	Phone line, Fax/Internet	\$152.58
12/15/2015	7883	Fargo Rubber Stamp Works, Inc.	Metal Photo Plaque - Orville Knott	\$117.61
12/15/2015	7884	HDR Engineering, Inc.	Invoice No. 468160-H	\$1,429.34
12/15/2015	7885	Jon Schauer/Consulting Unlimited Inc.	Invoice No. 3498	\$1,432.50
12/15/2015	7886	Marco, Inc.	Photocopier Maintenance - Invoice No. INV2983062	\$322.21
12/15/2015	7887	MCI	Long distance service	\$37.66
12/15/2015	7888	Moore Engineering, Inc.	Invoice No. 11740	\$850.40
12/15/2015	7889	Naomi Goral	Reimbursed Expenses	\$1,095.69
12/15/2015	7890	Orville E. Knott	Service Award	\$150.00
12/15/2015	7891	Ronald D. Harnack	Project Coordinator Exp. - December 2015	\$1,184.94
12/15/2015	7892	Smith Partners PLLP	Invoice No. 37503, November 2015	\$3,522.07
12/15/2015	7893	Virtual Systems	Invoice No. November 2015-19	\$55.00
12/15/2015	7894	Widseth Smith Nolting & Assoc., Inc.	Invoice No. 106727	\$527.50
				\$10,877.50

Motion to approve and pay bills by Manager Kleinwachter, **Seconded** by Manager Holmvik, **Carried**. For further reference, copies of the bills approved are attached hereto in the Treasurer's Report.

Human Resource Committee

Manager Finney reported at the October board meeting, the Board of Managers authorized N. Goral to offer the position of Public Information Consultant to AE2S and proceed with finalizing the contract.

N. Goral stated a contract was developed by Louis Smith of Smith Partners, presented to Daron Selvig of AE2S and later accepted. **Motion** by Manager Deal to formally execute the contract with AE2S, **Seconded** by Manager Knott, **Carried**.

Manager Finney stated that earlier this year, following N. Goral's performance review, the Human Resource Committee discussed upcoming staffing and board member changes. As the Project Coordinator had previously notified the committee of his desire to begin decreasing his workload toward eventual retirement, options for transitioning someone into this position were discussed.

Manager Finney explained the committee discussed the qualifications and experience required for the individual assuming the position currently occupied by R. Harnack. The committee agreed to recommend to the Board of Managers that the selected candidate could transition into this position by working closely with R. Harnack during the upcoming legislative session to observe the bonding and biennial budget processes.

Manager Finney noted that, following considerable discussion, the committee approved recommending C. Fritz for this position. R. Harnack added that C. Fritz would be an excellent candidate.

Manager Kleinwachter inquired whether the committee discussed the transitional position with C. Fritz and, if so, if he expressed interest. Manager Finney responded that the committee discussed the proposal with C. Fritz and he is willing to commit to a one-year term.

Manager Kleinwachter stated that although he is comfortable with C. Fritz's ability to perform the duties required for the position, the board should consider whether they want to utilize a contributing member from an affiliated organization rather than advertise for the position. Manager Money concurred and added that D. Thul also plans to retire within the next year.

Manager Deal stated that although the upcoming session is quickly approaching, the committee respectfully requests the board consider authorizing C. Fritz to assist R. Harnack during next year's legislative session as it's a short session and would provide an opportunity for C. Fritz to obtain direct knowledge of the procedural requirements for securing bonding funds. Manager Finney noted the importance of preparing for staff turnovers by training the next generation of staff to the best of our ability.

Motion by Manager Deal to formally execute the contract with C. Fritz for the transitional Project Coordinator position for a one-year term, **Seconded** by Manager Holmvik, **Carried**.

Manager Kleinwachter inquired whether it would be beneficial to conduct a board assessment to determine staffing needs. Manager Money suggested scheduling a board retreat to conduct an internal evaluation of board goals and structure relative to managers, committees, employees and consultants.

Manager Finney stated that the board retreat could be held in conjunction with the 18th Joint Annual Conference. Manager Money added that retreat participants should be limited to board managers, employees and consultants. Manager Deal requested those afore-mentioned individuals to forward suggestions for the board retreat to N. Goral prior to the January board meeting.

Motion by Manager Deal to authorize a board retreat in conjunction with the 18th Joint Annual Conference scheduled for Wednesday, March 23, 2016 - Thursday, March 24, 2016 at the Courtyard by Marriott, Moorhead, MN, **Seconded** by Manager Knott, **Carried**.

Red River Retention Authority (RRRA)

Manager Finney reported that discussions have occurred regarding the Executive Director vacancy. The Executive Committee was notified that K. Weston, Red River Basin Coordinator – USDA-NRCS plans to retire in the near future. Manager Finney noted a current proposal involves retaining K. Weston for a shared position between the RRRA and NRCS.

Water Quality Project Monitoring

C. Fritz distributed the IWI Monitoring and Education Activity Report. The River Of Dreams project activities began on December 9th with a web application kick-off meeting. A second meeting with target schools (Marshall County Central, Red Lake County Central, Fertile and Fisher) is scheduled for December 16th.

Public Information Initiative

D. Selvig presented a draft of the 2016 Communications Plan for the board. The plan was developed to actively promote a basin-wide perspective for water management. Various components of the plan

Page 4 December 15, 2015. Red River Watershed Management Board Meeting Minutes were discussed including a project/client overview and potential project hurdles; strategies to achieve the board's mission and goals; and tracking results in order to measure success.

Project Coordinator Report

R. Harnack reviewed the Project Coordinator Report. The Drainage Work Group met and discussed MPCA's Tiered Aquatic Life Uses (TALU). This is a method of classifying rivers and streams as well as some ditches based upon what fish and invertebrates are expected in healthy streams using an index of biological integrity (IBI). The TALU tiers include: Exceptional Use, General Use, and Modified Use.

The MPCA has been monitoring waters statewide for several years for water quality, and now they are including the IBI of the stream. Currently, some of the River Watch monitoring relates to the MPCA data system. Although MPCA rules do not presently provide for the use of TALU, they are proceeding with rule-making in 2016.

Administrator Report

A) U.S. Army Corps of Engineers

N. Goral reported that Tamara Cameron, Regulatory Branch Chief, St. Paul District, contacted her and requested to be on next month's agenda. Ms. Cameron plans to discuss how the USACE will support the development of federally funded future projects.

B) Stream Gaging Cost-Share Program

The joint funding agreement between the U.S. Geological Survey (USGS) and the RRWMB for the period October 1, 2015 to September 30, 2016 has been received. The amount of \$113,484 shall be contributed to cover all of the costs of the necessary field and analytical work directly related to the program. A handout was distributed depicting the individual cost-share responsibilities for member districts.

C) Red River Basin Flood Damage Reduction Work Group

N. Goral stated that she attended the Work Group meeting conducted in conjunction with the Prairie Grains Conference on December 9, 2015 in Grand Forks, ND. The purpose of the meeting was to provide an opportunity for members of the Work Group and leaders in the agricultural community to engage in a discussion about water management issues, opportunities, and challenges expected in the next few years.

D) 2014 Audit

N. Goral explained that in the Management Report for the 2014 audit, the auditors observed several outstanding checks greater than one-year old in the bank reconciliation. The auditors recommended the payees be informed that new checks were going to be re-issued. A total of 43 new checks were re-issued totaling \$21,581.47.

E) Vacation Accrual

N. Goral stated that her unused vacation days for calendar year 2015 were calculated. She elected to carry forward one week to 2016 and to be paid for the remaining unused portion.

F) Upcoming Meetings/Conferences

1. **Red River Basin Commission's 33rd Annual Red River Basin Land & Water International Summit Conference**, *Making Connections: People – Places – Water*, January 19-21, 2016, at the Alerus Center in Grand Forks, ND.
2. **River Watch Forum**, Tuesday, March 15, 2015 at the University of Minnesota - Crookston Campus. In previous years, the March board meeting has been scheduled in conjunction with the forum.
3. **18th Joint Annual Conference (March Conference)**, Wednesday, March 23, 2016 - Thursday, March 24, 2016, Courtyard by Marriott, Moorhead, MN.

Red River Coordinator/TAC Report

D. Thul reported that he and R. Harnack met with the Middle-Snake-Tamarac Rivers WD regarding the study to replace a highway bridge near Oslo. The Minnesota Department of Transportation plans to continue with the existing study.

D. Omdahl noted that the Border Township Associative Group (BTAG) would prefer a floodway incorporated through the entire reach from Grand Forks to Drayton. D. Thul offered to develop a proposal in cooperation with R. Gjestvang and the District to provide a cost-estimate for BTAG.

District Reports

- The Wild Rice WD reported that the District is waiting for the Regional Conservation Partnership Program (RCPP) agreements to arrive for the Green Meadow, Moccasin Creek, and South Branch of the Wild Rice River projects.

District's Funding Requests

1. Roseau River WD / Step I Submittal / Roseau Lake Bottom

N. Dalager distributed a handout titled *RRWMB Step 1 Submittal and Concept Report*. A brief presentation was conducted on the Roseau River Lake Bottom Project prior to a tour of the project following lunch.

Following discussion, the Board of Managers directed the TAC to review the concept report to determine whether the information prepared was sufficient to constitute a Step 1 Submittal and submit a recommendation at the January board meeting.

Service Award

Manager Finney presented Orville Knott with a ten-year service award for his devoted service given to the Red River Watershed Management Board.

The next meeting will be on January 19, 2016, at 9:30 a.m. at the East Grand Forks City Hall, East Grand Forks, Minnesota.

There being no further business, the meeting was adjourned by acclamation at 12:20 p.m. following lunch.

Respectfully submitted,

Jerome Deal
Secretary

Naomi L. Goral
Administrator