



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
October 20, 2015
Red Lake Watershed District, Thief River Falls, Minnesota

The RRWMB met on Tuesday, October 20, 2015 at the Red Lake Watershed District, Thief River Falls, 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 Goral, Administrator
Dan Thul, Red River Coordinator
Kevin Ruud, Administrator – Wild Rice WD
Jim Ziegler, Regional Manager – MPCA
Chuck Fritz, Director – International Water Institute
Dr. Jay Leitch
Morrie Lanning, Barr Engineering, Inc.
Julie Goehring, South Basin Manager, RRBC
Keith Weston, Red River Basin Coordinator – USDA-NRCS
Dan Weber, Asst. State Conservationist - USDA-NRCS
Danny Omdahl, Administrator – Middle Snake Tamarac Rivers WD
Wallace Sparby, Congressman Peterson's office
Tracy Halstensgard, Administrator – Roseau River WD
Nate Dalager, Engineer – HDR Engineering, Inc.
Daron Selvig, Advanced Engineering & Environmental Services, Inc. (AE2S)

Manager Deal requested adding discussion regarding the Clean Water Council (CWC) to the agenda. This item was added under *Other issues*.

Motion by Manager Money 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 October 20, 2015 were as follows:

Date	Num	Name	Memo	Amount
10/20/2015	7797	ACS	Phone line, Fax/Internet	\$152.58
10/20/2015	7798	Brady, Martz & Associates, P.C.	2014 Audit & Special District Reporting Form - 12/31/14	\$7,325.00
10/20/2015	7799	Courtyard by Marriott	Meeting Expense	\$323.76
10/20/2015	7800	Jon Schauer/Consulting Unlimited Inc.	Invoice No. 3496	\$1,170.00
10/20/2015	7801	Marco, Inc.	Photocopier Maintenance - Invoice Nos. INV2744321 & 2863395	\$603.09
10/20/2015	7802	MCI	Long distance service	\$39.74
10/20/2015	7803	Naomi Goral	Reimbursed Expenses	\$844.86
10/20/2015	7804	Red Lake Watershed District	Grand Marais Creek - Pay Req. No. 34	\$548.23
10/20/2015	7805	Ronald D. Harnack	Project Coordinator Exp. - October 2015	\$1,809.47
10/20/2015	7806	Smith Partners PLLP	Invoice No. 37365, September 2015	\$681.67
10/20/2015	7807	Virtual Systems	Invoice No. September 2015-21	\$55.00
10/20/2015	7808	Wideth Smith Nolting & Assoc., Inc.	Invoice No. 105506	\$665.00
				\$14,218.40

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.

Red River Retention Authority (RRRA)

D. Thul reported that of the fourteen applications submitted from Minnesota for the Regional Conservation Partnership Program (RCPP), one applicant was deemed ineligible. Two additional requests have been submitted including one each from Minnesota and North Dakota.

Manager Finney inquired whether an upcoming board meeting has been scheduled. K. Weston responded that he was not aware of any upcoming meetings, however, a November meeting may be necessary.

Water Quality Project Monitoring

C. Fritz distributed the IWI Monitoring and Education Activity Report. He conducted a presentation on the Prioritize, Target & Measure Application (PTMApp) at the Drainage Work Group (DWG) meeting. The PTMApp builds on general strategy types in local water plans by identifying implementable on-the-ground Best Management and Conservation Practices.

The PTMApp can be used in real-time by Soil and Water Conservation Districts, Watershed Districts, county local water planning, agency staff and decision-makers to: **Prioritize** resources and issues impacting them; **Target** specific fields to place CPs and BMPs; and **Measure** water quality improvement by tracking expected nutrient and sediment load reduction to priority resources.

C. Fritz reported that following the presentation, A. Kean – Board of Water and Soil Resources, requested his assistance to develop a proposal for a GIS-based drainage assessment. Further discussion of this proposal will occur at a future board meeting.

Benefit-Cost Analysis Template

Dr. Leitch distributed a handout reviewing aspects of the Benefit/Cost Analysis (BCA) template. Discussion included the U.S. Army Corps of Engineers (USACE) structure or chain of command, efficiency, accounts included in principles and guidelines, and benefits identified in the Green Meadow Project Team process.

Dr. Leitch reviewed the definition of a BCA which is a comparison of all a project's benefits through time with all of a project's costs through time. Efficiency in a BCA can be characterized in one of two ways: 1. Using the resources we have to get the MOST output possible; or, 2. Achieving an output level with the LEAST input. Resources include land, labor and capital. Output is anything included on the list of "unlimited wants" from the definition of economics, i.e. soybeans, clean water, flood control, etc.

Accounts used in principles and guidelines include: NED (national economic development), RED (regional economic development), OSE (other social effects), and EQ (environmental quality). K. Weston noted that for the RCPP, principles and guidelines must be used, not principles and requirements.

Manager Knott inquired about whether quantifying a duck as an EQ would vary from project to project. Dr. Leitch responded that the EQ of a duck would be the same in the Minnesota counties of Norman, Pennington, and Red Lake, however, would be different between Marshall County, Minnesota, and Cook County, Illinois.

C. Fritz suggested that watershed districts proceeding with Small Watershed Protection Planning Processes should encourage coordinated efforts between their economists and engineers relative to the BCA template. Manager Finney commended Dr. Leitch and C. Fritz on their efforts which will not only facilitate the planning processes of watershed districts but provide for a cost-savings in project design as well.

Public Information Committee

Manager Deal, Chair of the Public Information Committee, reported that interviews were conducted with four applicants on Friday, September 18, 2015 at the Courtyard by Marriott in Moorhead, MN.

Following further discussion at a meeting conducted on Wednesday, October 14, 2015, the committee agreed to recommend to the board retaining the services of Advanced Engineering and Environmental Services, Inc. (AE2S) for Public Information Consulting services; and extend an offer to April Swenby of Dot.Com Connection for Website Manager to update and maintain the board's website.

Motion by Manager Deal to authorize N. Goral to offer the position of Public Information Consultant to AE2S and the position of Website Manager to April Swenby of Dot.Com Connection Services and proceed with finalizing the contracts, **Seconded** by Manager Money, **Carried**.

Manager Finney congratulated Daron Selvig on AE2S being hired as the board's Public Information Consultant. Manager Finney, noting that AE2S also represents the Fargo-Moorhead Diversion Authority in a similar role, stated that AE2S should recognize that there are important distinctions between the two organizations and their approach to flood damage reduction in the valley.

Project Coordinator Report

In the absence of Ron Harnack, the Project Coordinator Report was distributed. A pilot GIS-based redetermination of benefits on drainage systems is currently being discussed by the Drainage Work Group. The Board of Water and Soil Resources may have unexpended grant funds to use towards this effort.

The 2015 Buffer Legislation was discussed. The initiative designates an estimated 110,000 acres of land for water quality buffer strips statewide. Buffers will be required on public waters and public drainage systems. The DNR will establish and maintain a map of each county that shows the waters that are subject to the buffer requirements. Additionally, other waters may be subject to local requirements established by SWCDs.

Red River Basin Commission Report

J. Goehring, South Basin Manager, RRBC reported that the 33rd Annual Red River Basin Land & Water International Summit Conference, has been scheduled for January 19-21, 2016 in Grand Forks, ND. This year's conference is titled Making Connections: People – Places – Water.

J. Goehring referred to the Environmental Quality Board (EQB) of which she is a member and explained that the board is made up of 9 agency heads and 5 citizen members. She offered to invite one of their board members to attend a future RRWMB meeting if the board were interested.

J. Goehring stated that the Fargo Moorhead West Fargo Chamber named Morrie Lanning the recipient of the 2015 Legacy Leader Award. The Legacy Leader Award recognizes and emphasizes the important role and contributions of long-time local leaders in both shaping and serving the Chamber, metropolitan community and region.

Administrator Report

A) 2014 Annual Audit

N. Goral reported that the 2014 annual audit has been completed by Brady, Martz & Associates. Copies of the report were distributed and reviewed.

B) Minnesota Workers' Compensation

N. Goral explained that each year payroll information is provided to RTW, Inc. to process a Workers' Compensation Policy Audit to determine an estimated annual premium. The audit for the term 2014-2015 resulted in a return premium this year of \$644.00.

Following an inquiry to RTW, Inc. regarding the adjustment for 2014-2015, it was discovered that for the previous three years some employees continued to be associated with the Water Quality Monitoring effort even though these employees were no longer on our payroll. The change in class code resulted in the following premium adjustments: 2013 - return of \$417; 2014 - return of \$292; and 2015 - return of \$634. Total premium refund of \$1,343.00.

C) Red River Valley U.S. Geological Survey / COOP Meeting

N. Goral attended the Annual USGS Cooperator meeting on October 14, 2015 at the Cass County Highway Department in West Fargo, ND. A spreadsheet for the proposed USGS Red River of the North Basin Cooperative Streamflow Monitoring Program for FY 2016 was distributed.

D) USACE Red River Basin Watershed Feasibility Study (WFS)

N. Goral explained she's been compiling the supporting documentation for expenses incurred for the tasks approved in the Project Management Plan of the WFS. Following receipt of information from various organizations, requests are forwarded to N. Bischoff at the USACE for consideration as match for federal funding.

N. Goral stated that she was recently contacted by N. Bischoff who informed her that additional supporting documentation is required for previously submitted and approved WIK credits. N. Bischoff explained that approximately half of the submittals to date need additional documentation to show proof of payment. Information that can be used as proof of payment include: Printouts from accounting software (*not* an Excel spreadsheet), Copies of cancelled checks, or Statements or invoices from payees confirming payments.

N. Goral added that since this study began several years ago, requesting additional documentation as referenced above after this length of time would place an undue burden on organizations that have already expended significant staff time accumulating the original detailed expense information. She noted that this issue has been discussed with D. Thul and the USACE has been contacted to inquire about other options.

Following discussion, the Board of Managers agreed that as one of the sponsors of the project, a joint letter should be sent to the USACE from this board and the other project sponsor, the Red River Joint Water Resource District (RRJWRD). **Motion** by Manager Money to authorize N. Goral and D. Thul to coordinate to develop a letter to send to the RRJWRD for signature and forwarding to the USACE, **Seconded** by Manager Deal, **Carried**.

E) Upcoming Meetings/Conferences

1. **Red River Basin Flood Damage Reduction Work Group**, November 16, 2015, 1:00 p.m. at MnDOT, Detroit Lakes, MN.
2. **MAWD Annual Meeting & Trade Show**, December 3-4, 2015, Arrowwood Conference Center, Alexandria, MN.
3. **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.

N. Goral reported that following last month's board meeting, she consulted with legal counsel regarding the venue to conduct January's board meeting and it was recommended the board meet within the RRWMB's jurisdiction.

Red River Coordinator/TAC Report

D. Thul referred to the State Environmental Impact Statement (EIS) for the Fargo-Moorhead Diversion Project. At the previous monthly meeting, the board requested him to coordinate with District Administrators and the TAC to determine whether any relevant issues remain that merit a letter from the RRWMB.

D. Thul distributed a letter developed by the TAC and explained it was drafted utilizing the complex operating plan. The board requested D. Thul to coordinate with N. Goral to revise the letter and forward it prior to the end of the comment period which expires on October 28, 2015.

District Reports

- The Middle Snake Tamarac Rivers WD reported that at their October 19th board meeting, the Board of Managers discussed proposals from HDR Engineering, Inc. and Houston Engineering, Inc. for the JD 14 Flood Damage Reduction Project. The board selected Houston Engineering who submitted a RCPP budget of \$715,889.00.
- The Wild Rice WD reported that notice was received from the Lessard-Sams Outdoor Heritage Council that the District was not selected to receive additional funding for 2016 for the Lower Wild Rice River Project.

District's Funding Requests

No requests for funds were submitted this month.

Other Issues

Manager Deal reported that the CWC assists with implementation of the Clean Water Legacy Act. Although membership on the Council is specifically outlined in statute, apparently some state agencies have tried to solicit members by requesting Governor appointees similar to the process outlined in BWSR's bylaws.

The next meeting will be on November 17, 2015, at 9:30 a.m. at the Wild Rice Watershed District, Ada, Minnesota.

There being no further business, the meeting was adjourned by acclamation at 12:00 p.m. following lunch.

Respectfully submitted,

Jerome Deal
Secretary

Naomi L. Goral
Administrator