

**MAWD Board Meeting**  
**Thursday, November 30, 2017 at 2p.m.**  
**Arrowwood Resort & Conference Center, Alexandria, MN**

Called to order by President, Ruth Schaefer at 2:05 p.m.

Present: Jerome Deal; Darrel Ellefson, Peter Fjestad, Emily Javens, Scott Henderson, Matt Moore, Diane Radermacher, Duane Willenbring, Barbara Haake, Craig Leiser, Ray Bohn, Phil Belfiori, and later - Doug Thomas, Jill Crafton, Maddy Bohn

Ruth asked if it was OK if Matt Moore spoke first (from previous ADA and now MAWA - MN Association of Watershed Administrators) so he could attend to other business. Board said OK.

Matt: Thanked MAWD for getting everything ready for this year's annual meeting. He said the ADA now MAWA is reorganizing administrators, they passed their Bylaws, now have a chair for their board, a vice chair, a secretary and three at-large members - all as their executive committee including the past president. At-large board members are selected by our three regions: Kevin Ruud, Diane Rademacher and Mark Doneux. They will be the sounding board as a group and have been working that way the last couple of years. A group of seven. MN assoc of watershed administrators. They are trying to get any watershed organization in their group i.e., WMOs, Watershed projects such as Redwood/Cottonwood, Blue Earth area, etc. Have WMOs regularly attending meetings. These groups get their mailings. Some of the metro area WMOs will join their group too. Discussion about leaders in watershed management in MN. Now is the time to get everyone together - the state is interested in managing water resources. Scott Henderson is new the chair, Margaret Johnson is on the executive committee.

The group has had a conversation with Emily Javens (MAWD's new executive director) as to how she will communicate with them. Will work with her on several fronts. Communication will be between the executive committee and the 45 administrators. They are looking forward to working with MAWD board and Emily. They can't say enough good things about Ray...he always opens the doors at the Legislature. They will develop a training program and use BWSR for a leadership academy. Infuse watershed training into BWSR academy. Matt talked to them this morning. BWSR is very soil and water oriented and this year we did not participate because they did not give us anything. Matt wants training for admin/staff in our budget. He is only asking \$2,000 to develop training modules and if they go outside BWSR, they would then charge enough to make it budget neutral. 18 seminar expenses make it \$2,000. Increase base to emphasize training. Instead of \$500 in our MAWD budget we could make it \$2,000.

**Motion** made by Barbara Haake, seconded by Craig Leiser to add \$1,500 to the \$500 we have set already set aside to make it \$2,000. Discussion: Craig said it would increase our deficit but we can talk about it later. ADA seminar has an expense line in the budget. Discussion said we will table the motion until we get to the budget discussion. We were casual enough that there was no vote taken but it was agreed on tabling the issue on where the money would come from.

Doug Thomas from BWSR just joined our meeting. Craig - Asked if we are talking to U of M to participate in their programs. Matt - we will work on that and put together a list and a request from the MAWD board will be to lay out more things we would like to do and incorporate it into the BWSR's academy. We need a track in BWSR that relates to watersheds. We will try that angle. Ruth asked for a copy of MAWA's Bylaws. We will get that and put them on MAWD's website.

Ray asked MAWA to please try to come to our MAWD meetings. We want MAWA at the table to tell us what they are thinking. Matt said Margaret and Scott are in the area (St. Cloud) so they could come. ADA is no longer it will now be known as MAWA.

Discussion ensued as to the order in our agenda since Matt was moved up and the agenda was not approved. **Motion** made by Craig, seconded by Peter to accept MAWA's report at this time.

Duane - Is there a dues structure? Matt: No, no dues set at this time. Duane came to the MAWA meeting and it is important to have a MAWD board member to go to MAWA meeting, too. Duane said he was invited by Matt Moore and he was an observer. Duane said he did not talk unless asked.

Discussion on the agenda. Ray said he had an addition to the agenda. Add MOP changes under the Bylaws report. Otherwise the agenda is OK.

**Motion** made by Barbara to accept the agenda as amended, seconded by Darrel. Motion passed.

Secretary's Report: One typo on Peter's last name. It is Fjestad. **Motion** made by Jerome seconded by Duane to accept the secretary's September 21, 2017 minutes. Motion passed.

Treasurer's report: Craig said in our business checking account we had over \$56,000. In the business saving account, we had over \$146,000. Both are quite high because we are receiving and depositing all of the checks for the annual meeting and have not paid the bills yet until the meeting is over. Ray said the bill for the annual meeting runs between \$29,000 and \$32,000.

Auditor's report: RedPath is the auditor. Craig copied in his computer the document and the contract we signed. Completed the report and later today he will print a copy out. There were a few questions about checks they could not verify because Wells Fargo changed a procedure on their cancelled check - now they redact the signature. Craig went over to Wells Fargo and found an officer to look the checks up. They were all signed except for four of them. They were a transfer of funds. One for US Forest service. We paid it. Redpath commented that we should have more firm and specific policies in our requirements such as what would we pay without a receipt? Need a policy on receipts. Otherwise the auditor's report was

favorable. Ray spent three hours chasing checks in their electronic world. Wells Fargo is redacting signatures because of security measures. There is a procedure that one of MAWD officers can sit with WF and bring up check by check. Going forward we need to clarify our policy on expense accounts. Used to be we required a receipt for anything over \$25. Jerome said BWSR had a policy for this - we should contact them and use the same policy they do. Craig said we should have a policy and a procedure and put it into our minutes. Doug was asked about BWSR policy - he said they adopted a policy. Terms of daily expenses, mileage, etc. Dept of Administration policy is the one they use. BWSR can share policy with us.

**Consensus:** We can talk about policies to satisfy the auditor at our January board meeting. Duane - If and when we create the policy let's have it electronically available. Emily has it on her iPad right now. Everyone agreed to have it on the January MAWD board meeting's agenda.

The proposed 2018 budget was discussed. Craig explained the 2018 budget. Raise dues income to \$225,000. Still have two watershed districts left to pay their 2017 dues that, combined, comes to around \$3,000. Craig went through all of the numbers. We added a line for revenue - "Associate Membership Income" that may be WMO's in the Metro area. Some are being approached right now and they are very interested in joining but you need to bill them. Same with Vadnais WMO. MAWD attending roundtable meetings - usually three times a year. Should be in January 2018 for the first meeting. Will try to set up the meetings for the year. Ray - auto expenses. Exposure for MAWD for doing traveling. The staff uses their own cars. In general liability policy they name staff as additional co-insured in that policy. MAWD could be named additional co-insured while on MAWD business. Ray won't be on our policy after the first of the year.. Emily and Maddy may need to be on the insurance. Ray will talk to the agent and see what she says. After Ray talks to his agent and if that agent says there should be an addition for business travel, Craig said to Ray to go with it. Ray said get the budget adopted and in January make the adjustment. Print out original budget and in January raise it and have the board accept it. Total expenditures of \$348,150 with income of \$332,700. Deficit of \$15,450 but we will catch it up when we go through the coming year. This is a realistic budget.

**Motion** by Craig (as budget chair) moved to approve the 2018 budget, seconded by Barbara. Discussion: Ray - We discussed if we took Maddy's expenses and put it into the program area so we have a true program budget, resulting in an actual cost for the programs. Craig agreed and said it is more sensible. Ray said we just needed to eyeball Maddy's expenses. Duane, we as board members should not micro manage the line items. Just have the detail made available. Ruth did not think we are micromanaging. At the budget meeting we should talk about it to incorporate the separation of expenses. Don't want to be overly detailed. Jerome - use common sense and if we take Emily and her expenses, we don't need to break it down and put it in separate categories. Motion passed.

Duane - asked on audit report - anything about separation of duties? Answer: Nothing was brought up on that issue.

President's report: Ruth - From comments she received, we need to have the delegates sit in a certain area in our regional caucuses. Duane said he has set out a caucus agenda make up of 15 points. Some had a copy of that agenda. Regional caucuses are unorganized. There will be a copy of Duane's 15 points handed out to the caucus members in each of their regions. It asked that each region have a convener who is not up for re-election. Peter will be leader for Region 1; Duane for Region 2 and Craig for Region 3. If there are contested races, secret balloting will be held. Agenda will be passed out and the members in the region can modify it if they want. An alternate could be seated if the delegate can't attend but there is no proxy voting. Ray, A temporary secretary needs to be named and listed in number four of Duane's caucus agenda.

President's report - Ruth will present it to the members on Friday. She then introduced Emily. Emily said she likes the challenges ahead of her and she is pleased to be here. Administrators have asked what they can do to help, too. Barbara said we are available to help her, too. Craig - mentioned the survey and that survey should be handy to look at because it pointed out what the members are concerned about. We all need to look at it once in awhile, too. It tells what the members want from MAWD. Duane mentioned that he sat near Emily at the BWSR meeting and Duane asked her some personal questions. He found out she knows about Rockville - they had come up with some mutual friends. It was announced that Yellow Medicine found a new administrator. They hired a great new administrator and are ready to keep going. Relief for Emily. Michelle Overholser is the new administrator.

Emily is executive director and Ray is our coordinator. Ray said they have been talking about transition issues. What to do with files - some needed to be retained legally. Reports to be done. Ray said the board made a great choice in hiring Emily and he looks forward to working with her. Emily needs a computer and a phone. Should have an office phone. Riley-Purgatory WD has high level conference calling abilities. If Emily doesn't answer it then it goes to an app and the call looks like it comes from the office phone. It was requested that we authorize the phone now so she can print out business card/s. Address of rental space, too. Craig suggested we finalize the contract with Riley-Purgatory first before cards are printed. Computer - Craig said he needs a quote for one/two or three of them and why she prefers one over the other. Emily wants it sooner rather than later.

**Motion** made by Jerome, seconded by Peter to have Emily figure out what she needs and run it through Craig and then get it. Duane - abide by the maximum amount that is OK - \$5,000 for computer, cell phone. Motion passed.

Ray - second item for administrative issues. GoDaddy for the web page. Maddy, webpage looking good. She got a phone call from GoDaddy rep and he said they have some new things the first of January. This can be used for registration. Saves \$250 annually. Should be easier for reports. The five months we have in our last contract with them will be reimbursed for the last two. All of the registration reports can be run off it. Maddy has no concerns with it. This should be easier for Maddy. Craig wants a report from Maddy on how GoDaddy works.

**Motion** made by Craig to authorize the transfer of the service; seconded by Peter.. Motion passed..

Ray - The AIS summit. The last couple of AIS sessions over the last three years we were co-sponsors. First we worked with Minnehaha Creek Watershed District and the MN Lakes Association now called Rivers (?) Association. Last two AIS seminars we handled all of the registration duties. Last year we did it again and we did not collect the money. Helped one day with the registration. They called and asked to be co-sponsors and do the registration again. Do we want to co-sponsor again and how do we want to do it? We charge \$1,000 for a \$3,000 to \$4,000 job. We could just give them \$500, or \$1,000 or do nothing. Can decide on Saturday if we want to help and not decide it today. Barbara - let's just give them \$1,000 and no in-kind work. Duane - who is the targeted audience? Ray: Lake associations/local groups/water groups and local governments, counties, watershed districts. They will have a unique program and web stream it. Webinars - Skyped with experts. Worked very well. If we co-sponsor we can put on a seminar if we want, if we think it is unique. Or provide them with a video on what is a watershed district.

Duane - can we postpone it until Saturday's meeting? Craig - looking at the budget, basically take it out of the seminar expenses. Drop drainage in the budget. Let's do it at Saturday's board meeting.

**Motion** made by Barbara and seconded by Duane to postpone the decision on our AIS involvement until MAWD's Saturday's board meeting. Motion to postpone - passed.

Ray - Legislature agency report. Freshwater Society got a grant from McKnight Foundation and the question is Freshwater doing their job? The members of the previous G-16 group received a form from McKnight that they filled it out asking how effective Freshwater Society is (along with other groups that received funding). Ray had his opinions on it and Emily and Ray talked about it and both are on target (agreement) and Emily sent it out. December 11th is the first meeting for McKnight, discussion overlaps into Legislative stuff and Ray will go to it. Ray talked to Steve Woods today. Craig would be interested in participating. Grant to host the G-16 group. It is an evaluation of the Clean Water Council and are the things they do effective? They are inviting G-16 to ask if goals are being met. Freshwater Society would be the group to host it. Other people are asking what the Clean Water Council is doing and G-16 is concerned about their control. Dissatisfaction about the appointment process. Some people are looking at it. PCA is an issue. The Clean Water Council is doing a good job, but state agencies are getting too much money from Clean Water funding. The agreement was the Clean Water Council took care of things the agencies could not get money from the Legislature to get done - it was not to be used to fund the agencies regular responsibilities. \$22 million to the SWCD's and Ray figures out how much could have been available to WD and counties. People are going to look at where the money is going. Look at the structure and maybe it should be revamped. Get another staff person? . The discussion is just happening. We need to fix something. Ray sent a summary and lot of links to go to. The Clean Water Council needs to be independent.

BWSR report. Doug Thomas. BWSR is fully staffed, good with its regional operations. Hired Henry Van Ofen who has been liaison to Red River Valley and the flood damage group. It is good for us and watershed districts in the Red River Valley. Good for Jerome's group. Henry worked for DNR and now working for BWSR. Ron Harnick still working with Red Board as a

lobbyist. Lisa Frenette will be taking on Ron's job later. BWSR - policy committee on grants met and wrapped up nine months of work for watershed funding. This grew out of the Roundtable. The policy papers are from the Roundtable. Money to go to One Watershed, One Plan and in Metro area that uses the Metro groundwater plan. This will go to BWSR board and it aligns with the Roundtable's guiding policies. Recommending 25% with a 10% match. With the allocation, working on how much goes to Metro and how much to Greater Minnesota. \$8.7 million - 64% to Metro and the rest to greater MN? Growth will occur in greater MN as we bring in more plans. Then we can work on the split of the \$8.7 million. Jill Crafton was on the committee, Emily and Duane work on grants policy too. Ray - the 64/35 % is a moving target, right? Doug said yes. Because the Metro area is fully planned it may drop in the future. This is a pilot program. Over the next six months BWSR will do a campaign to work on the transition when they expect the 1W1P is finished for the whole state. Ray - The Clean Water Council is doing what we requested - they are doing what the Roundtable recommended. Had \$19 million and had over 60 requests for funding. Clean Water gives money per watershed according to their plan. Doug - fiscal year 2021, bonding bill includes CREP this year, back into implementation.

Doug - Legislative year 2018 would be typically a bonding year. BWSR has a place holder, final installment of CREP funding for \$150 million to leverage the federal money. 25 by 25 meetings held by governor, so he could get input from citizens as to what they have for goals. Format did not work well because citizens did not know what to do about clean water. EQB took it on and putting all the comments together for the governor. Water storage and treatment is essentially what it was about. Will the governor propose something? Water retention/water storage? Impact on stream bank erosion? Farm bill - BWSR is actively involved in it. CRP big program takes erodible lands out of production. Losing acres out of retention areas. How much funding available for planning?

Doug - Clean Water Council - thanks to RCWD on reuse methodology and how to store water for quality and quantity and how to put it into action. Budget and outcome committee is starting their work on stakeholders' work. Invite stakeholders in to provide input on priorities and programs for the Legislature. Pam Blixt our representative on the Clean Water Council and we need to stay involved with Pam.

Jerome - Red River Valley - small watershed plans. Want to change the guidelines in Washington and we develop the plans, but we need to do cost/benefit analysis and COE has other values. COE doesn't understand the damage for farmers. Wants to come up with one cost/benefit for all projects. Doug - typical funding has come out piece by piece on individual projects. Duane - BWSR has numbers on metro and outstate - unique dialog and projections on future based on today's dollars available. Doug - now need to build a campaign with local governments and agencies to talk about the preferred path on where the Clean Water projects need to go on the ground. Ray - 1W1P is the biggest deal to be passed with very little controversy and the Legislature has supported it. Duane - Reinforced why we as the political junkies need to be there every day to talk to senators and representatives and need to help.

Ruth noted that Phil had been listening to our board meeting for quite a while and suggested we need to move Phil Belfiori up on our agenda to speak to a resolution RCWD would like the board to bring forth at our annual meeting as a “board resolution”.

**Motion** made by Barbara, seconded by Craig to have Phil speak to his resolution. Motion passed.

This would-be Resolution #10 offered by Phil and Mark Doneux of Capital Region WD. Ray - he has been attending meetings and has consulted with the stakeholders group that want water reuse done and that we need to become partners. Health department is leading the charge about reusing surface water and groundwater. We have been doing it for years. We are afraid that they will lay groundwork that will stop water reuse. We submitted a two-page letter that we don't like what they are doing. We thought we were making progress through the Met Council but they are being rebuffed. We want to do a resolution and go to the Legislature asking that they work with us. This would-be Resolution #10 and we can submit it to the membership tomorrow. In addition, we are working with the League of Cities (Craig Johnson) and we have the same concerns. Phil walked through the resolution.

**Motion** made by Barbara to adopt the resolution on creation of a stormwater reuse task force to establish recommendations for effective watershed implementation: Motion seconded by Craig.

Discussion. Phil explained the reusing of water mainly in the metro area so surface water can be reused. There is a report that is scaring implementing cities/watershed districts because of the liability or unknown factors this draft report is pointing out. We are asking again to be on a task force that is a balance for implementation of water reuse. Jill Crofton commented and said the agencies (DNR and Health Department) are trying to put in permitting fees and other stopping points to make this happen. Watershed Districts need to be included in this discussion. Sent a message to DNR and Health Department saying they need to listen to everyone, the people and others involved in water issues. We need to draft legislation on this. We will not set back and let them create barriers to water reuse. This resolution says MAWD supports recommendations that further clarify and/or replace the information in the Water Reuse Report that relates to Stormwater Reuse BMP's. Even talks about plumbing reuse along; with stormwater management. They are talking about other things, too. Other clients talk about industrial reuse, another large user of water..

Ray - in the past the board refers them to the Resolutions Committee to make a recommendation on the resolution too. Sent to the resolution committee with the board approval for the resolutions committee for their recommendation.

**Motion** made by Barbara and seconded by Craig to approve this resolution and to bring it to the Resolution Committee tomorrow and then to be brought before the membership at the business meeting. Motion passed.

Transition Report - Jerome. Thanks to the committee and we have hired Emily Javens. The Transition Committee has completed its assignment. Ruth said we should close the transition committee right now. Consensus was to do so.

Barbara listed the members of the Bylaws Committee - Craig, Ruth, Mary Texer, Shirley Reider and Ben before he left his watershed district. The Resolutions Committee consisted of Gene Tiedeman, Kevin Ruud, Darrel, Diane Rademacher, Mary Texer, Sherry White, Fred Corrigan, Jim Shaver, Linda Vavra and Barbara. Barbara went over the three Bylaw amendments and asked if the MAWD board approved the Bylaws Committee's recommendations. Consensus was yes, the board supported the recommendations. Then she turned over the MOPP to Craig so Craig could talk about the MOPP that is to be accepted/denied by the MAWD board. Resolution meeting 7:30 a.m. Friday morning.

Barbara went through Bylaws and mentioned all three - #1 MAWD board of directors should be based on the amount of money a region brings into MAWD in the form of dues. - recommendation all should be treated equally. #2 Term limits - three, three consecutive terms - It is OK if elected by their region members - but term limits are not approved by courts - election is open to limiting a term for anyone - Bylaw committee said bring to the whole membership and discuss it then. #3 Administrators on the MAWD board. Recommendation no, they are our employees, they are welcome to our MAWD board meetings and now they have organized a MAWA board.

**Motion** made by Craig, seconded by Jerome that fees for MAWD membership remain to be levied according to property evaluation in each region. Motion passed.

Discussion on petition and resolutions. Dues were taken out of the Bylaws and now will be in the MOPP (Manual of Policy and Procedure). Dues formula can be changed in the MOPP. As to petitions - The MOPP states it takes 15 watershed districts to bring forth a petition. .. this was taken out of the Bylaws and now to be discussed in the MOPP and it can be changed in the MOPP.

Ray - Summer Tour 2018 will be held in the Metro area. Riley Purgatory working hard on it. Taking tour of districts in the area. We will get quote for the Casino; so far it looks like the Casino is too high for us. Bussing is an issue for us. A suggestion is for boat rides on the Minnesota River that is very polluted. Dates are in the program annual report. Legislative breakfast at Embassy Suites. Summer tour will be June 20 to 22nd. Stay away from Saturday. The Annual meeting should get away from Saturday too..

Annual meeting - Have 622 people for today's annual meeting - picked up three new booths. The board should go by all of the booths and thank them for their participation.

We looked at the Trade show agenda and assigned people to introduce the seminars.

No old business:

New business: Execute Contract for Emily's office. \$300 a month at Riley Purgatory.

Director's report. Darrel has chosen to NOT be re-elected to the MAWD board. He will remain a watershed district manager in his area.

Barbara, Jerome and Darrel up for reelection. Jerome will run. Also need to replace Ben. Barbara thought she would stay on to help Emily so Emily has some seasoned directors on her board.

Voting will take place at our Regional meetings tomorrow. Thank you Ray for helping us through these last twenty-plus years.

**Motion** made by Darrel, second by Jerome to adjourn the meeting at 6:29 p.m. Motion passed.

Barbara Haake, MAWD Secretary