



**Minnesota Association of Watershed Districts
Board of Directors' Meeting – DRAFT MINUTES**

Friday, October 25, 2019

10:00am – 3:15pm

Offices – Middle Fork Crow River Watershed District
189 County Road 8 NE Spicer, MN 56288

Board Members present:

Ruth Schaefer, President, Middle Fork Crow River WD
Mary Texer, Secretary, Capitol Region WD
Sherry Davis White, Treasurer, Minnehaha Creek WD
Jackie Anderson, Comfort Lake Forest Lake WD
Tim Dritz, Yellow Medicine River WD
Linda Vavra, Bois de Sioux WD

Board Members absent:

Gene Tiedemann, Red Lake WD
Peter Fjestad, Buffalo Red River WD

Staff Present:

Emily Javens, Executive Director

Others Present

Kevin Bigalke, BWSR via phone
Scott Henderson, Sauk River WD; MAWA President
Margaret Johnson, Middle Fork Crow River WD
Maddy Bohn, MB Consulting

General Housekeeping

President Schaefer called the meeting to order at 10:10am.

Dritz moved and Anderson seconded approval of the agenda. Motion carried.

Texer moved and Vavra seconded approval of the minutes for the June 26, 2019 meeting. Motion carried.

Davis White reported end of the year balances for both the checking and savings accounts:

Checking -- \$128,664.83

Savings -- \$194,648.01

A few items will carry over into the new fiscal year: Javens' retirement contribution and health reimbursement account expenses from Javens and board member per diem and expenses. While the board is better about turning in expenses quarterly, Javens will add a quarterly reminder to the board to turn in expenses. It was noted that there is no consistency between board members on whether they charge some expenses to their WD or to MAWD.

RedPath will do the annual review of financial procedures. Angie Fischer, CPA, Obremski, is MAWD's accountant.

Javens requested a credit card to cover such expenses as parking for meetings at the Capitol and general office expenses. Davis White will check with RedPath on how to handle receipts and other needed documentation. Davis

White moved and Texer seconded that the Treasurer and the MAWD Executive Director would work with our accountant and RedPath to establish a corporate credit card and the procedures surrounding it. Motion carried.

Anderson moved and Vavra seconded acceptance of the Treasurer's report. Motion carried.

As a side note, 6 WDs have already paid their 2020 dues.

Reports and New Business

President's Report

President Schaefer thanked the Board for the improvements they have including highly functioning committees and the improved annual meeting and trade show. President Schaefer said she is happy to be ending her tenure on a positive note.

President Schaefer attended Day 2 of the Governance 101 training held in conjunction with MASWCD. There were 30 WDs and 50 SWCDs in attendance. LeAnn Buck, MASWCD Executive Director, had a very good timeline showing the development of water law and organizations. This would be good to show at the MAWD Annual Meeting. The Day 2 Trust Exercise led by Donna Rae from the University of Minnesota Extension was very effective. Governance 201 should follow the 101 class and would be good for MAWD leadership.

The Data Practices training was very informative and would be good to conduct at the Annual Conference.

BWSR convenes the Local Government Round Table. They conducted a visioning session. Out of this came the 1 watershed 1 plan (1w1p). A report will be forthcoming on next steps. The Executive Directors of participating organizations will be meeting on this.

Executive Director's Report

Javens gave an update at BWSR which went very well. Two years ago, MAWD decided on hiring an executive director (Javens) who has been working on partnerships and growing relationships ever since.

Javens, Mark Doneux (Capitol Region), Tim Kelly (Coon Creek), Lisa Frenette and Ray Bohn met with Mark Lambert on Tuesday the 22nd. They talked for 2 hours and have a follow-up meeting scheduled. Both groups felt like they were heard. The Developers Group was very concerned about 1w1p, drinking water and ground water. The four watersheds Lambert et al expressed concerns about will meet with them – Browns Creek, Rice Creek, Comfort Lake Forest Lake and Riley Purgatory Bluff Creek. MDOT had previously completed a rules analysis which should shed some light on how different the rules are across jurisdictions.

Javens is working with Heron Lake WD in Jackson County. The WD has a \$10M ditch project the county refuses to bond for without the WD turning over its ditch authority to the county. BWSR intervened with a letter; the county withdrew its amendment requiring the turnover of the ditch authority. BWSR will meet with the county to address their concern about the total debt for the county. While WDs can bond on their own it results in a higher interest rate.

Anderson suggested a Finance 101 session at MAWD.

Javens met with the DNR to address a permitting issue and asking them for a response to/comment on proposed legislation. They refused and instead gave an alternate approach which was totally different than MAWD's. The Assistant DNR Commissioner attended this meeting. A second meeting was scheduled for 3 hours so this can be resolved before the start of session.

Events – Maddy Bohn

The Legislative Reception will be held March 18-19 at the DoubleTree. This is the same hotel as last year; they issued MAWD a credit due to the snow last year. A Legislative Briefing will be held at the hotel the evening of the 18th for MAWD and MAWA members. A Legislative Breakfast will be held March 19 from 8:00 – 10:00 in the Vault at the Capitol. Legislators will be invited to this event.

The MAWA and MAWD Boards will meet on Wednesday the 18th.

2019 Annual Meeting Update.

Feedback from the 2018 Annual meeting was reviewed and appropriate changes made for this year.

- Thursday Night at the Movies will be on a continuous loop for people to view and vote on thus avoiding negative effects on trade show attendance.
- The spouses' program will be brought back; this year will be holiday cookie making.
- The sponsorship program/rates will be the same as last year.

To date we have:

135 attendees registered
69 pre-conference workshop attendees registered
26 exhibitors registered
 5 Platinum
 7 Bronze
 18 Booth
\$33,900 collected in registration fees
\$40,200 collected in exhibit fees

Last year we had:

212 All Access Registrations
158 Pre-conference workshop attendees
75 Exhibitors

Summer Tour

The 2020 Summer Tour will be hosted by Minnehaha Creek. The first planning meeting will be held the week of October 28th.

BWSR Update – Kevin Bigalke

There was a milestone approval for Watershed Based Implementation Funding at the September BWSR Board meeting. Dollar amounts have been designated for each area. For 2020/21, those eligible include those with completed or will soon complete a One Watershed One Plan. Dollars for FY 2020 are available now; dollars for FY2021 will be available July 2020. The metro allocation will be available July 2020. Additional plans are in the works. 2018 planning grant funds will be distributed first come first served on completed plans. This allocation is running up against time limits.

BWSR Academy will be held next week for BWSR and WD staff.

Nominations are due November 8th for employee of the Year. Notice was sent to WD board chairs with a follow-up to the administrators. The goal is to make this a staff award. MAWA will recognize administrators. Currently they go into the same nomination pool. WMO staff and administrators are eligible for these awards IF they are MAWD members. Kevin reviewed the Watershed Based Implementation Funding program. BWSR has received and continues to receive much feedback on the program from all entities – WDs, WMOs, SWCDs, Cities and Counties. The Metro Forum and

counties have challenged the way projects are evaluated. One large point of contention is how SWCD plans are evaluated and made eligible for funding through this program. Watersheds are required to either have completed 1W1P or a 103B Metro Watershed Plan both of which are multiple year plans that must be approved by the BWSR Board. SWCDs are only required to produce a 1 year plan which is approved by BWSR staff.

Due to time constraints, Kevin's report was ended after 30 minutes. Emily requested a 90 minute meeting with John Jaschke and Kevin prior to the November 4th Metro Forum meeting. Kevin said he would set it up. MAWD representatives will include Emily Javens, Mark Doneux, Capitol Region WD, Matt Moore, South Washington County WD, and Scott Henderson, Sauk River WD. Emily will provide an update after the meeting.

Following the BWSR report, Anderson moved and Texer seconded that Schaefer and Javens write a letter to the BWSR Board requesting that they rescind the eligibility of SWCDs annual plans to receive Watershed Implementation Grants. Motion carried.

Contracts

MGA, Ray Bohn – This contract is the same as last year with no dollar increase. Additionally, Ray is interested in an additional biennium after this year if MAWD is OK with it. That would be for the 2021-22 biennium.

Dritz moved/Davis White seconded renewing the contract with MGA for 2020. Motion carried.

MB Consulting, Maddy Bohn – MB Consulting presented three contract options for 2020. Javens recommended Option A with the tasks in Option B and C that were not included in Option A be divided up between MB Consulting and Capitol Region Watershed District (CRWD). Javens will meet with CRWD and Bohn and will bring revised contracts back to the Board. This is financially neutral. Texer moved and Anderson seconded Option A for \$30,000 with MB Consulting with potential for additional services being adopted at the December meeting. 5 voted for; 1 voted against. Motion carried.

Executive Director Employment Agreement – Javens presented the current contract and identified places that it needed to be updated. This included:

- Insurance Coverage
- Holidays
- PTO and a PTO carry over limit
- Employee Review Schedule

The Board recommended and Javens agreed to combine sick and vacation time into a single category of Paid Time Off or PTO. Additionally, they recommended that there be six fixed Holidays – New Years, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas – and two floating.

Javens and Schaefer will prepare a revised agreement by 11/13 allowing two weeks for review by legal counsel and the MAWD Accountant. The final contract will be on the agenda for the 12/4 Board Meeting. Any contract revisions for 2021 will be proposed no later than August 2020.

Conference Participation

The Minnesota Erosion Control Association (MECA) will hold their conference January 22-23, 2020. There will be 45 vendors in their show. They requested a "trade" for MAWD to have a booth at their convention and MECA have a booth at our convention. Anderson moved and Davis White seconded MAWD accept the trade and authorized participation in the MECA convention Motion carried.

The North American Lake Management Society (NALMS) have requested a free booth at the MAWD Trade Show to advertise their conference November 2020, which will be held in Minnesota this year. Stop Over Salting (SOS) also wanted a booth last year to promote the work they are doing to pass legislation that is on our legislative platform

The Board agreed that the Annual Show Committee must approve such requests. As a baseline the requesting organization must have similar goals to MAWD's.

Anderson moved and Texer seconded allowing a variance this year to allow NALMS and SOS to display at the 2019 MAWD Trade Show as a trial. If this goes well, the Annual Show Committee will develop policy for 2020 and beyond. Motion carried.

Finance Committee

The Committee presented a draft Statement of Financial Position with a draft fiscal year 2020 budget. The accountant will prepare a year end statement for the Annual Meeting. The board decided earlier this year to keep the dues structure the same for 2020. This includes keeping first and second year dues for WMOs at \$500.00 annually. Texer moved and Vavra seconded to accept the Finance Committee report. Motion carried.

The Finance Committee will review the current dues structure for 2021 and develop a proposal. They will also look at third year and beyond membership dues for WMOs and will develop a proposal.

The Legislature approved an increase in the per diems for WD Managers from \$75.00 to \$125.00. This went into effect on August 1, 2019. Vavra moved and Davis White seconded increasing MAWD Board per diems to \$125.00 effective August 1, 2019. Motion carried.

Governance Committee

Manual of Policies and Procedures (MOPP) – Changes were proposed to clean up language inconsistencies. Texer moved and Dritz seconded accepting the proposed changes. Motion carried.

Strategic Plan – After distributing the draft plan to all WD managers and administrators for review no content changes were recommended. Texer moved and Schaefer seconded acceptance of the Strategic Plan. Motion carried.

Resolutions Committee

Administrators and Managers from all three regions met and reviewed all proposed resolutions. The Board reviewed their report. Texer moved and Schaefer seconded accepting the report as presented with items not in our area or already on our agenda or passed not going forward. Motion carried. The summary report is at the end of these minutes.

Legislative Committee

The Legislative Committee will meet soon after the convention to compare the newly approved resolutions to the current legislative platform and recommend a final 2020 list for consideration by the Board.

MAWD needs to generate a story telling of the good work done by the WDs and WMOs. The committee is looking at creating a book that will highlight a major project for each WD and WMO. A template will be created and given to each organization. It was suggested that budgets be shown in pie chart form to visually show that the great percentage of dollars are spent on projects. This book would show lots of pictures of projects. The estimated cost is \$10,000 for 500 copies or approximately \$250.00 per organization. Grant dollars will be sought. The finalized document will also be available in electronic format. The committee will present this project at the Annual Meeting.

Texer moved and Vavra seconded moving forward with the Minnesota Watershed Report.

Miscellaneous

To facilitate effective succession planning Schaefer suggested that the Board give thought to establishing a co-treasurer position.

Anderson moved and Vavra seconded adjourning the meeting. Motion carried. Meeting adjourned at 3:15 p.m.

#	Resolution Title	Committee Recommendation
1	Request the DNR enact legislation and policies to streamline the permitting process	SUPPORT (Vote: 7-0)
2	Legislation Increasing the General Fund Ad Valorem Tax Levy	ELIMINATE (Vote: 5-2)
3	Default Classification for Artificial Watercourses That Serve as Public Drainage Ditches	SUPPORT w/ Revision (Vote: 7-0)
4	Heron Lake Watershed District General Operating Levy Adjustment	SUPPORT (Vote: 7-0)
5	Resolution to Clarify County Financing Obligation and Authorize Watershed District General Obligation Bonds for Public Drainage Projects	SUPPORT (Vote: 7-0)
6	Watershed District Membership on Wetland Technical Evaluation Panels	SUPPORT (Vote: 7-0)
7	MAWD Opposition to Any Legislation That Establishes Watershed District Spending Requirements by Political Regions or Boundaries	SUPPORT (Vote: 7-0)
8	Incorporating Nutrient Management into State Funded Practices	OPPOSE AS WRITTEN (Vote: 7-0)
9	Incorporating Soil Management Best Practices into Groundwater Appropriation	OPPOSE AS WRITTEN (Vote: 7-0)
10	Support for Managing Water Flows in the Minnesota River Basin Through Increased Water Storage and Other Strategies and Practices	SUPPORT (Vote: 7-0)
11	Chinese Mystery Snail Designation Change and Research Needs	SUPPORT (Vote: 7-0)
12	General Fund Levy Adjustment	ELIMINATE (Vote: 7-0)
13	Resolution to Ban the Use of Pesticides and Herbicides that are Known Carcinogens on Residential and Commercial Lawns	OPPOSE AS WRITTEN (Vote: 7-0)
14	Resolution to Limit Wake Boat Activities that Directly Cause Shoreline Erosion and Spread Aquatic Invasive Species	OPPOSE AS WRITTEN (Vote: 7-0)
15	Additional State Funding to Watershed Management Organizations to Implement Flood Risk Mitigation Projects	OPPOSE AS WRITTEN (Vote: 7-0)