



**TITLE:** BOARD RETREAT  
MEETING MINUTES

**DATE:** JUNE 16, 2022

## 1. ATTENDANCE:

Chairman Stuart Christian called the June 16, 2022, meeting to order at 8:00 AM at the District Office. Other managers attending were Don Andringa, Clayton Bartz, Craig Engelstad, and JJ Hamre. Staff members present included April Swenby – Administrator and Donna Bjerk – Administrative Assistant. Consultants in attendance included Moriya Rufer and Zach Herrmann, Houston Engineering.

## 2. APPROVAL OF THE AGENDA:

A **Motion** was made by Manager Engelstad to approve the agenda, **Seconded** by Manager Bartz. **The Motion was carried.**

## 3. STRATEGIC PLANNING WORKSHOP:

The meeting was turned over to Moriya Rufer, the facilitator hired for the purposes of this meeting. The managers reviewed the prioritization that was highlighted regarding strengths, weaknesses opportunities, threats, and focus areas, ultimately viewing the focus areas. The district's mission statement was reviewed, and it was decided to not deviate from the original mission statement, but add a clarification that the priority is drainage and local community. Natural resources are important but are a secondary focus of the district. A meeting summary is attached to these minutes for permanent record.

After discussion, the revised mission statement was decided:

*“The mission of the Sand Hill River Watershed District (SHRWD) is to serve the residents of the District by wisely and judiciously managing water resources in a manner which sustains and enhances the local community and economic resources while being mindful of the natural resources of the District.”*

A **Motion** was made by Manager Andringa to approve the mission statement and the focus areas as revised, **Seconded** by Manager Engelstad. **The Motion was carried.** Primary and secondary focus areas and descriptions are attached in the summary report.

The managers discussed and highlighted the roles of the SHRWD and the SWCD's. Mn Statute 103C and 103D were reviewed.

The managers discussed staff and manager roles.

A discussion was held on how the mission and the focus relates to the upcoming SHR One Watershed One plan.

## 4. ADJOURNMENT:

The next regular meeting will be held Thursday, July 7, 2022, at 8 AM. As there was no further business to come before the board, a **Motion** was made by Manager Bartz to adjourn the meeting at 10:03 AM, **Seconded** by Manager Engelstad. **The Motion was carried.**

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Donna Bjerk, Administrative Assistant

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JJ Hamre, Secretary

# SAND HILL RIVER WATERSHED DISTRICT STRATEGIC PLANNING MEETING 2

8:00-10:00am

June 16, 2022

Sand Hill Watershed District

Participants: Stuart Christian (Chairman), Don Andringa (Manager), JJ Hamre (Secretary), Clayton Bartz (Treasurer), Craig Englestad (Manager), April Swenby (Administrator), Donna Bjerk (Administrative Assistant), Zach Herrmann (District Engineer), Moriya Rufer (Facilitator).

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## Meeting Summary

The Sand Hill River Watershed District (SHRWD) started a Strategic Planning process in January 2022. Strategic planning is an organizational management activity that is used to set priorities, focus energy and resources, strengthen operations, ensure that Boards, employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the organization's direction in response to a changing environment. It is a disciplined effort that produces fundamental decisions and actions that shape and guide what an organization is, who it serves, what it does, and why it does it, with a focus on the future.

At Meeting 1, the SHRWD Board and Staff developed their Strengths, Weaknesses, Opportunities and Threats, Primary and Secondary Focus Areas, and a draft Purpose statement.

At Meeting 2, the SHRWD Board and Staff revised their Purpose/Mission statement and Primary and Secondary focus areas. Then they discussed the roles of Watershed Districts and SWCDs and the roles of the Board and Staff. The results are in the following pages.

# Sand Hill River Watershed District

## Focus Areas

The board members made some revisions from their first meeting including clarifying the drainage work on legal drainage systems. Identifying these focus areas can help guide future project development and SHRWD direction.

<b>Primary Focus Areas</b> <i>Where we will focus the most effort and funding. Projects the Watershed District leads.</i>	<b>Description</b>
<b>Drainage water management</b>	Action that has direct effect on the legal drainage systems is a priority. Drainage regulation is administered through the permit program. *
<b>Local flood damage reduction &amp; flood water retention</b>	Action that has a direct benefit to District residents (i.e., ring dikes, impoundments, community protection, wetland restoration)
<b>Drainage restoration</b>	Action to support sustainable drainage on our legal drainage systems.
<b>Education and outreach</b>	Action to inform and assist district residents, agencies, and legislators including river cleanups, and the promotion of river recreation.
<b>Secondary Focus Areas</b> <i>What we will work on as funding and opportunities arise. Would be a partner in these projects but leading them would be at the discretion of the SHRWD on a case-by-case basis after all other partners/sponsors have been exhausted.</i>	<b>Description</b>
<b>Stream restoration for water quality</b>	Action to restore aquatic ecosystem with no direct benefit to primary focus areas.
<b>Water quality</b>	Action to enhance/restore water quality with no direct benefit to primary focus areas.
<b>Basin-wide flood reduction</b>	Action to benefit Red River Basin flow reduction goals.
<b>Fish habitat (fish passage, culverts, and dams)</b>	Action to restore aquatic habitat with no direct benefit to primary focus areas.

*\*Doesn't mean fiscal responsibility for private drainage.*

# Mission and Purpose

The original mission statement was revised to reflect the Primary Focus Areas developed through this planning process.

## Original Mission Statement of the Sand Hill River Watershed District:

*“The mission of the Sand Hill River Watershed District (SHRWD) is to serve the residents of the District by wisely and judiciously managing water resources in a manner which sustains and enhances the social, economic and natural resources of the District.”*

## Revised Mission Statement of the Sand Hill River Watershed District:

*“The mission of the Sand Hill River Watershed District (SHRWD) is to serve the residents of the District by wisely and judiciously managing water resources in a manner which sustains and enhances the local community and economic resources while being mindful of the natural resources of the District.”*

# Watershed District and Soil & Water Conservation District Roles

The policy wording was reviewed for Watershed Districts and Soil & Water Conservation Districts state-wide in Minnesota.

## **103C.005 SOIL AND WATER CONSERVATION POLICY.**

Maintaining and enhancing the quality of soil and water for the environmental and economic benefits they produce, preventing degradation, and restoring degraded soil and water resources of this state contribute greatly to the health, safety, economic well-being, and general welfare of this state and its citizens. Land occupiers have the responsibility to implement practices that conserve the soil and water resources of the state. Soil and water conservation measures implemented on private lands in this state provide benefits to the general public by reducing erosion, sedimentation, siltation, water pollution, and damages caused by floods. The soil and water conservation policy of the state is to encourage land occupiers to conserve soil, water, and the natural resources they support through the implementation of practices

### SWCDs

- Provide cost-share and technical assistance to landowners who want to voluntarily adopt land management and conservation practices.
- Educate on conservation issues
- Implement state sponsored conservation programs
- Promote habitat enhancement and protection
- Soil Health

## **103D.201 WATERSHED DISTRICT PURPOSES.**

### **Subdivision 1. General purposes.**

To conserve the natural resources of the state by land use planning, flood control, and other conservation projects by using sound scientific principles for the protection of the public health and welfare and the provident use of the natural resources, the establishment of watershed districts is authorized under this chapter.

### Watershed Districts

- Manage draining systems;
- Regulate, conserve and control the use of water within the district;
- Provide for wildlife and enhance recreational opportunities as a benefit of projects to improve water quality and provide flood protection;
- Establish, record and maintain hydrological data;
- Usually have an engineer for projects

The SHRWD Board discussed the roles of the Watershed District and SWCDs in the Sand Hill River Watershed (Table 1).

*Table 1. Watershed District and SWCD roles in the Sand Hill River Watershed.*

<b><i>Watershed District</i></b>	<b><i>SWCDs</i></b>
<i>Funding source: tax levy, grants</i>	<i>Funding source: county support, BWSR Capacity funds, grants</i>
<i>The Watershed District will match the landowner up to 25 percent of the cost of a project for sediment basins (drainage-related).</i>	<i>Cost share for agricultural BMPs: cover crops, WASCOBs, etc for landowners.</i>
<i>Capital Improvement Projects</i>	<i>Incentive Programs</i>
<i>Drainage Authority (permitting, etc)</i>	<i>No direct role in drainage projects</i>
<i>Legal drainage management</i>	<i>Wetland Conservation Act</i>

# SHRWD Board and Staff Roles

There is a continuum of Board-Staff relationships in different organizations. Sometimes the Board is the staff too, other times the board just rubber stamps everything. Ideally, the board and staff are somewhere in the middle of this continuum, which was agreed was occurring in the Sand Hill River Watershed District (Figure 1).

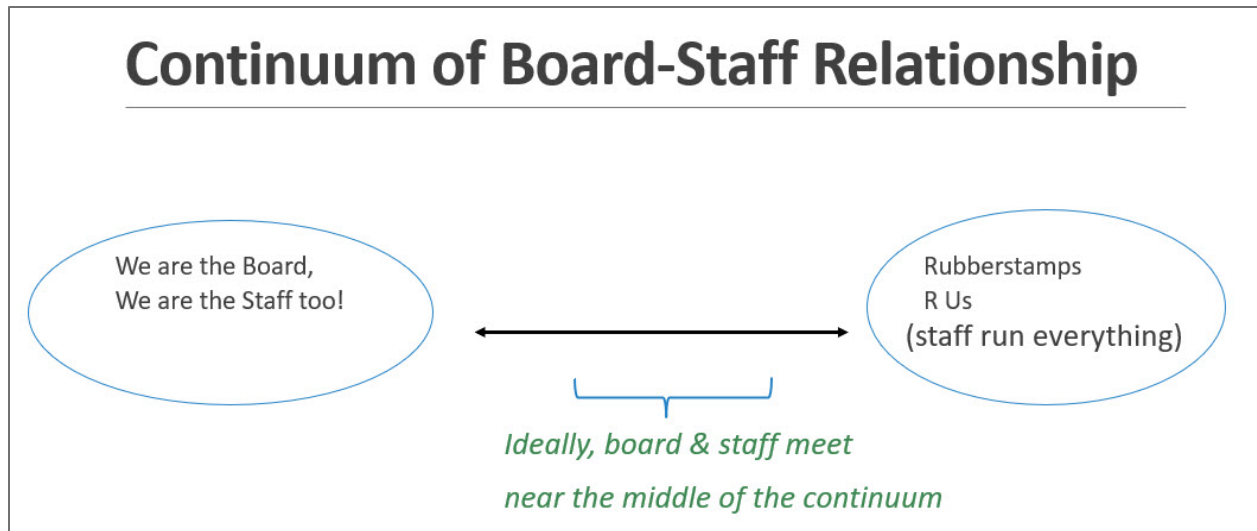


Figure 1. Graphic of the continuum of Board and Staff relationships (credit: BWSR).

## Keys to Effective Board Staff Relationships

- Know/Understand Your Roles
- Shared Vision
- Know Focus areas of the Organization
- Communication
- Training/Development
- Build/Foster Relationships
- Ethics
- Trust

Developed during this planning process



# SHRWD Board and Staff Roles

The board discussed and revised the roles in the Sand Hill River Watershed District (Figure 2).

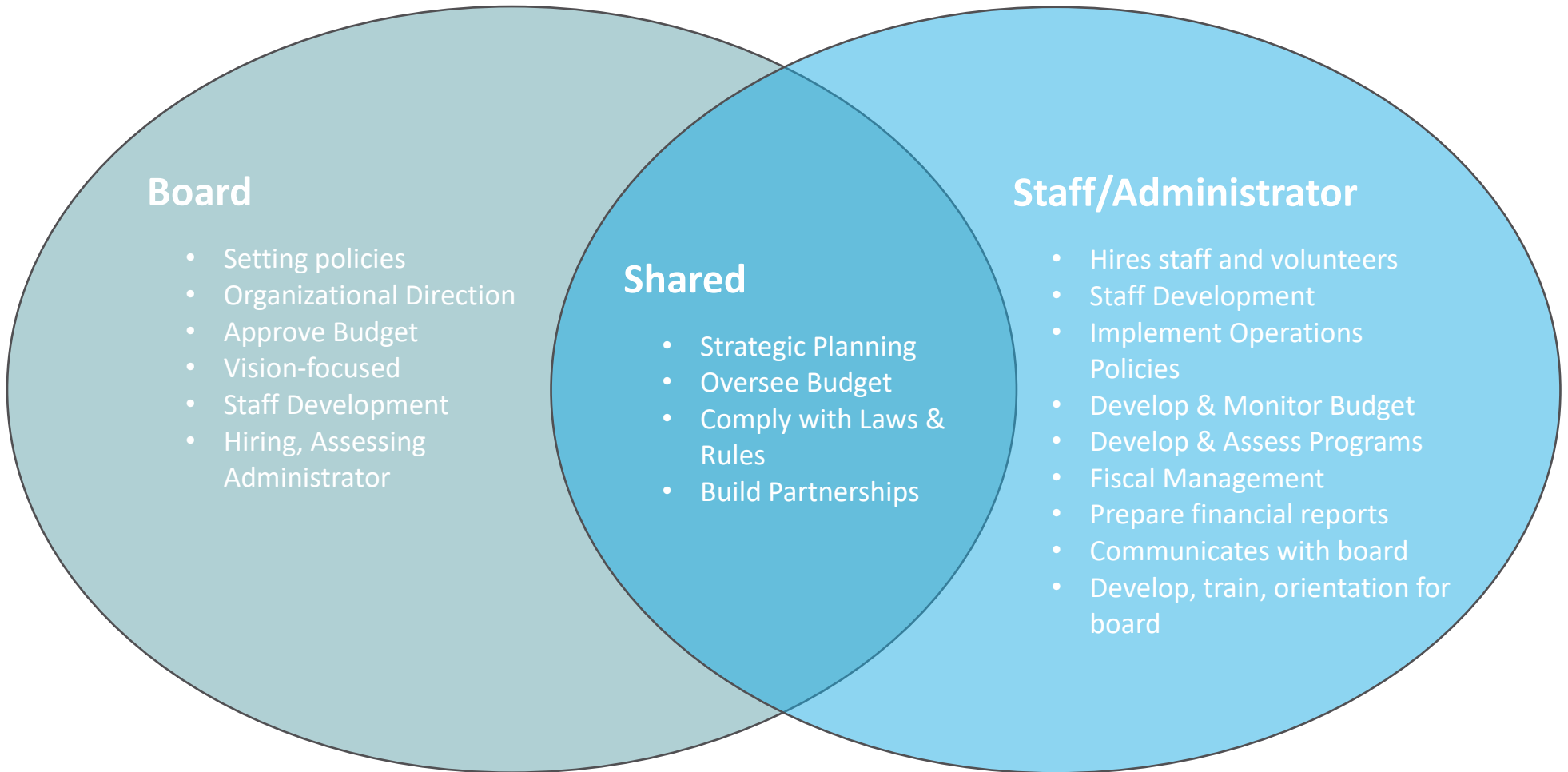


Figure 2. Roles of the board and staff in the Sand Hill River Watershed District.