



TITLE: DRAFT BOARD RETREAT
MEETING MINUTES

DATE: JANUARY 18, 2022

1. ATTENDANCE:

Chairman Stuart Christian called the January 18, 2022, meeting to order at 3:30 PM 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. A pre-survey was distributed to the managers and the results were reviewed. Prioritization was highlighted regarding strengths, weaknesses opportunities, threats, and focus areas. A meeting summary is attached to these minutes for permanent record.

4. ADJOURNMENT:

The next strategic planning session is scheduled for February 1, 2022, at 3:00 PM. The next regular meeting will be held Thursday, February 3, 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 5:20 PM, **Seconded** by Manager Engelstad. **The Motion was carried.**

Donna Bjerk, Administrative Assistant

JJ Hamre, Secretary

SAND HILL RIVER WATERSHED DISTRICT STRATEGIC PLANNING MEETING 1

3:30-5:30 pm

January 18, 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).

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.

The SHRWD Strategic Planning process consists of a pre-meeting survey and two in-person meetings. The pre-meeting survey asked about the SHRWD's Strengths, Weaknesses, Opportunities and Threats, the primary focus areas of work, and the roles of Board members and staff. This survey was used to guide the discussion at the meetings. The full results of the survey can be found at the end of this summary.

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. The results can be found on the following pages.

Sand Hill River Watershed District Organizational Assessment

During Meeting 1, the Board Members reviewed the Strengths, Weaknesses, Opportunities, and Threats results from the survey and added any that they thought were missing. This discussion resulted in the final list below. This information can be used to make organizational improvements in the future.

		Helpful	Harmful
Internal	Strengths:	<ul style="list-style-type: none"> • “Do the right thing” • Local advocate (permits, meet local demands, education/outreach, landowner coordination) • Fiscally responsible (grants, knowing when to pivot) • Agency relationships • Legislative coordination 	Weaknesses: <ul style="list-style-type: none"> • Lack public understanding • Adaptation to changes in landowner needs <ul style="list-style-type: none"> ▪ Tile ▪ Drainage improvements • Limited financial resources • Procedural consistency
	External	Opportunities:	Threats:
	<ul style="list-style-type: none"> • Manage all 103E ditches as a system (3rd outlet to west) • 1W1P • Funding • Legislative 	<ul style="list-style-type: none"> • Funding • State rules and regulations • Authority taken away from WD • Environmental groups 	

Sand Hill River Watershed District

Focus Areas

In another section of the pre-meeting survey, Board members were asked to rate the importance of each of the focus areas listed below. The ranked results were shared and discussed at the meeting. The Board members added and clarified some focus areas and then broke them into two categories: Primary Focus Areas and Secondary Focus Areas. Identifying these focus areas can help guide future project development and SHRWD direction.

Primary Focus Areas <i>Where we will focus the most effort and funding. Projects the Watershed District leads.</i>	Description
Drainage water management	Action that has direct effect on the public drainage systems. Drainage regulation is administered through the permit program. *
Local flood damage reduction & flood water retention	Action that has a direct benefit to District residents (i.e., ring dikes, impoundments, community protection, wetland restoration)
Stream restoration for drainage	Action to support sustainable drainage on our public systems.
Education and outreach	Action to inform and assist district residents, agencies, and legislators including river cleanups, and the promotion of river recreation.
Secondary Focus Areas <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>	Description
Stream restoration for water quality	Action to restore aquatic ecosystem with no direct benefit to primary focus areas.
Water quality	Action to enhance/restore water quality with no direct benefit to primary focus areas.
Basin-wide flood reduction	Action to benefit Red River Basin flow reduction goals.
Fish habitat (fish passage, culverts, and dams)	Action to restore aquatic habitat with no direct benefit to primary focus areas.

*Doesn't mean fiscal responsibility for private drainage.

Visioning and Purpose

The meeting ended with a Visioning exercise to determine the purpose of the district.

Who does the Sand Hill River Watershed District serve?

- All taxpayers of the District
- Operators/renters

What is the output of the Sand Hill River Watershed District?

- Maintaining drainage
- Reduced flood damage
- Protection for adverse impacts
- Responsible water management
- Administration and oversight
- Mediation
- Platform for open discussions
- Facilitator of funds for best interest of the whole
- Caretaker of the WD

Draft Purpose of the Sand Hill River Watershed District:

“Provide water management to protect a robust local economy and community for our Watershed residents.”

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.”