



Planning Committee Agenda

Diversion Authority Planning Committee

July 9, 2024 @ 1:00p.m. CST

This meeting will be in-person at the Hjemkomst Center Willow Room (202 1st Avenue North, Moorhead, MN, 56560).

1. Call to Order
 - a. Roll call of Members
2. Approve minutes – June 11, 2024
[Attachment 01.00] (Pg. 2)
3. Approve Order of Agenda
4. Executive Director Job Description
5. Water Topics Overview Committee Update
6. North Dakota Governor’s Office Project Update
7. ND Legislative Outreach
8. Co-Executive Director Update
9. Other Business
10. Next Meeting: August 6, 2024
11. Adjournment

MEDIA AND PUBLIC PARTICIPATION INFORMATION

This meeting is an in-person public meeting.



Metro Flood Diversion Authority Planning Committee Meeting Minutes

1:00 PM – June 11, 2024
Hjemkomst Center, Willow Room

A meeting of the Metro Flood Diversion Authority Planning Committee was held on June 11, 2024. The following members were present: Dr. Tim Mahoney, Mayor, City of Fargo; Bernie Dardis, Mayor, City of West Fargo; Kevin Campbell, Clay County Commissioner; Shelly Carlson, Mayor, City of Moorhead; Tony Grindberg, Cass County Commissioner and Rodger Olson, Cass County Joint Water Resource District.

Member(s) absent: no members were absent.

1. CALL TO ORDER

Mayor Carlson called the meeting to order at 1:00 PM. Roll call was taken, and a quorum was present.

2. APPROVAL OF MINUTES FROM MAY 2024

MOTION PASSED

Mayor Dardis moved to approve the minutes from the May 2024 meeting and Mayor Mahoney seconded the motion. On a voice vote, the motion carried.

3. APPROVE ORDER OF THE AGENDA

MOTION PASSED

Mr. Campbell moved to approve the order of the agenda and Mayor Dardis seconded the motion. On a voice vote, the motion carried.

4. EXECUTIVE JOB DESCRIPTION

Mr. Wilson provided an update on the draft executive director job description that included the comments and feedback from board members.

There was lengthy dialogue around the executive director role and what it will look like when the project is operational, at which time, the duties and responsibilities will likely change. The committee concurred that the job description and hiring decision cannot be rushed given this realization.

Mayor Carlson and Mr. Grindberg will meet with Mr. Wilson and Mr. Redlinger to review the comments on the job description and bring the cleaned-up draft to the board for review and/or approval.

MOTION PASSED

Mayor Dardis moved to have Mayor Carlson and Mr. Grindberg work with Mr. Redlinger and Mr. Wilson to work on the job description as discussed. Mr. Campbell seconded the motion and on a voice vote, the motion carried.

5. MFDA HUMAN RESOURCES TRANSITION PLAN UPDATE

Mr. Wilson provided an update on the outcome of the meeting with DA staff on June 7, 2024, where staff shared their comments and key concerns. A bullet point overview of the conceptual transition plan was shared. Mr. Wilson indicated that a salary study will be needed to incorporate the DA staff to Cass County based on the differences and complexities of their respective roles.

MOTION PASSED

Mayor Mahoney moved to recommend to the board that a salary study be conducted for the DA staff positions and Mr. Campbell seconded the motion. On a voice vote, the motion carried.

Mayor Carlson noted that there is one employee with an April 1 anniversary date whose evaluation was partially completed, and three others are due in 2024.

MOTION AND AMENDMENT PASSED

Mayor Mahoney moved that the evaluation be completed for the employee with the April 1 anniversary by the co-executive directors and the chair. He noted that the upcoming 2024 evaluations should also be completed.

Mr. Campbell seconded and amended the motion to include that the pending evaluation for the employee that was due on April 1, and the upcoming 2024 evaluations, will be completed consistent with the past evaluation and salary increase practices that DA staff are accustomed to. On a voice vote, the motion carried.

6. WATER TOPICES OVERVIEW COMMITTEE UPDATE

Mayor Mahoney commented that he updated the committee and there were no questions that pertained to the MFDA.

7. NORTH DAKOTA GOVERNOR'S OFFICE PROJECT UPDATE

Mayor Dardis asked Mr. Bakkegard to provide stats regarding construction progress to date for this meeting.

8. CO-EXECUTIVE DIRECTORS UPDATE

Mr. Wilson reported that he and Mr. Redlinger are working in conjunction as the transition continues with DA staff.

9. OTHER BUSINESS

Mr. Campbell reported that the Clay County MOU was approved for the 37-foot road work and thanked Mr. Bakkegard for his assistance.

Mayor Dardis reported that he met with Majority Leader David Hogue and provided him with an update on the Diversion. Senator Cramer's staff gave an update as well.

10. NEXT MEETING

The next meeting will be July 9, 2024.

11. ADJOURNMENT

The meeting adjourned at 2:18 PM.