



# Planning Committee Agenda

## Diversion Authority Planning Committee

December 3, 2024 @ 1:00p.m. CST

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

1. Call to Order
  - a. Roll call of Members
2. Approve minutes – November 5, 2024  
[Attachment 01.00] (Pg. 2)
3. Approve Order of Agenda
4. Executive Director Hiring Process Update
5. MFDA Award Solicitation/Procurement Policy  
[Attachment 02.00] (Pg. 4)
6. MFDA Sponsorship Policy  
[Attachment 03.00] (Pg. 10)
7. 2025 Consultant Services Rates
8. GA Group Contract
9. Co-Executive Director Update
10. Other Business
11. Next Meeting: January 7, 2025
12. Adjournment

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### **MEDIA AND PUBLIC PARTICIPATION INFORMATION**

This meeting is an in-person public meeting.



# Metro Flood Diversion Authority Planning Committee Meeting Minutes

**1:00 PM – November 5, 2024**  
**Hjemkomst Center, Willow Room**

A meeting of the Metro Flood Diversion Authority Planning Committee was held on November 5, 2024. The following members were present: Dr. Tim Mahoney, Mayor, City of Fargo; Kevin Campbell, Clay County Commissioner; Shelly Carlson, Mayor, City of Moorhead; Rick Steen, Cass County Joint Water Resource District and Tony Grindberg, Cass County Commissioner.

Member(s) absent: Bernie Dardis, Mayor, City of West Fargo.

1. **CALL TO ORDER**  
 Mayor Carlson called the meeting to order at 1:01 PM. Roll call was taken, and a quorum was present.
  
2. **APPROVAL OF THE SEPTEMBER 10, 2024 MINUTES**  
**MOTION PASSED**  
**Mr. Grindberg moved to approve the minutes from the September 10, 2024 meeting and Mayor Mahoney seconded the motion. On a voice vote, the motion carried.**
  
3. **APPROVAL OF THE OCTOBER 4, 2024 MINUTES**  
**MOTION PASSED**  
**Mayor Mahoney moved to approve the minutes from the October 4, 2024 meeting and Mr. Steen seconded the motion. On a voice vote, the motion carried.**
  
4. **APPROVE THE ORDER OF THE AGENDA**  
**MOTION PASSED**  
**Mr. Steen moved to approve the order of the agenda and Mr. Campbell seconded the motion. On a voice vote, the motion carried.**
  
5. **EXECUTIVE DIRECTOR HIRING UPDATE**  
 Mr. Wilson and Mr. Redlinger reported that they are awaiting Mr. Benson’s formal employment agreement to present to the board in November. Mr. Benson’s anticipated start date is February 1, 2025, and Mr. Wilson and Mr. Redlinger will continue in their co-executive director roles until at least that time.
  
6. **MFDA CLASSIFICATION & COMPENSATION STUDY UPDATE**  
 Mr. Redlinger reported that MRA has been selected to conduct the Diversion Authority compensation study. The standard services agreement will be put into a formal agreement and presented to the MFDA finance committee and board for approval along with the membership fee agreement into the MRA network.  
**MOTION PASSED**  
**Mr. Grindberg moved to approve the recommended compensation study as presented and Mayor Mahoney seconded the motion. On a voice vote, the motion carried.**

**7. ND AGRICULTURAL WEATHER NETWORK PRESENTATION**

Mr. Daryl Ritchison, director of NDAWN and state climatologist, gave a presentation on the NDAWN capabilities and described how they complement and support the project.

**8. CO-EXECUTIVE DIRECTORS UPDATE**

Mr. Wilson reported that the sponsorship and award solicitation/procurement policies will be presented at the December planning committee meeting. After dialogue regarding MFDA staff COLAs, it was decided to defer the COLA determination until the compensation study has been completed.

**MOTION PASSED**

**Mayor Mahoney moved to defer the MFDA staff COLA determination until the compensation study has been completed and Mr. Steen seconded the motion. On a voice vote, the motion passed.**

**9. OTHER BUSINESS**

**a. Letter of Support for Minnesota Funding Request**

Mr. Campbell provided handouts and discussed the proposed resolution of support that Clay County and the City of Moorhead will take to Minnesota legislators in hopes of securing \$60.4 million in funding for the Moorhead in-town and Clay County flood projects.

**MOTION PASSED**

**Mr. Grindberg moved to approve the resolution in support of the Minnesota entities funding request and Mayor Mahoney seconded the motion. On a voice vote, the motion carried.**

**10. NEXT MEETING**

The next meeting will be December 3, 2024.

**11. ADJOURNMENT**

The meeting adjourned at 2:20 PM.

# Memorandum



To: Chair Carlson & Members of the Metro Flood Diversion Board of Authority  
From: Co-Executive Directors Robert Wilson & Michael Redlinger  
Date: November 24, 2024  
Re: MFDA Proposed Policy – Award Solicitation Policy

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The intent of this policy is to provide better Board awareness of expenditures related to applying for various awards and recognitions. The intent of the policy is not to limit the program's ability to seek or receive well-deserved recognition. It is an opportunity to better inform the Board of such expenditures.

As currently drafted the policy requires an employee, board member or contracted consultant to seek and receive concurrence from the Board Chair if an application fee in excess of \$200 is required. The policy also prohibits the use of contracted consultant staff time to prepare or review award application material.

The draft policy is scheduled for review at the December 3<sup>th</sup> Planning Committee meeting. If supported by the Planning Committee, the draft will be forward for Board of Authority for consideration on December 19<sup>th</sup>.



# Award Solicitation Policy

DRAFT



**REVISION HISTORY**

Rev.	Date	Description	Originator	Approved
00	12/19/2024	Initial Issue	MFDA	MFDA Board

DRAFT

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## 1 Purpose and Scope

The purpose of this Award Solicitation Policy is to establish uniform directives for expenditures related to applying for Project Awards and identify limitations on who should prepare award applications that are developed and submitted to an awarding body. The intent of the policy is not to limit the program’s ability to seek or receive well-deserved recognition. The purpose is fiscal responsibility and to better inform the Board of Authority of program expenditures related to Project Awards.

## 2 Definitions

Term	Project Relevance
Authority	means the Metro Flood Diversion Authority.
Diversion Authority Board	means the governing board of the Authority.
Employees	means employees of the Authority.
Executive Director	means the Executive Director of the Authority appointed by the Diversion Authority Board pursuant to section 14.01 of the Joint Powers Agreement, dated June 1, 2016, which created and continued the Authority.
Project	means the Fargo-Moorhead Metropolitan Area Flood Risk Management Project.
Public Officials	means any member of the Diversion Authority Board and/or any member of an Authority committee or sub-committee.
Support Staff	means any person employed by a Member Entity who is also serving the Authority.
Project Award(s)	means a prize or other mark of recognition given to the Metro Flood Diversion Authority (MFDA) in honor of achievements of the MFDA, its staff, member entities, contracted consultants or contracted developers.
Contracted Consultant	means any entity or individual working for the MFDA on a contracted hourly or task-specific basis.

## 3 Policy

*Generally.* The policy requires approval by the Board Chair, prior to submission, if an employee, Board Member, or contracted consultant intends to expend MFDA funds greater than \$200 on fees or costs related to applying for an award or recognition related to the work of the MFDA or the Project.

The policy also prohibits the use of Contracted Consultant staff time to draft or review awards application materials.

*Exceptions.*

1. None.

*Member Entity Policies.* Nothing in this policy excuses a Public Official, Support Staff, or Employee from complying with any applicable policy or other policy of a Member Entity to which he or she is subject.



#### 4 Sanctions

1. If this policy is violated by an Employee, the Employee may face sanctions as outlined by the Diversion Authority, in addition to any sanctions which may be imposed under state or federal law.

Dated: \_\_\_\_\_

Shelly Carlson, Chair  
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Michael Redlinger & Robert Wilson, Co- Executive Directors  
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# Memorandum



To: Chair Carlson & Members of the Metro Flood Diversion Board of Authority  
From: Co-Executive Directors Robert Wilson & Michael Redlinger  
Date: November 24, 2024  
Re: MFDA Proposed Policy – Sponsorship Policy

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The intent of the policy is to provide better Board awareness of expenditures related to various sponsorship activities Authority leadership may enter into.

As currently drafted the policy requires MFDA staff to seek and receive concurrence from the Board Chair to enter into a sponsorship agreement in excess of \$200. Potential sponsorship activities would likely be limited to support of a conference or industry gathering related to the work of the Authority.

The draft policy is scheduled for review at the December 3<sup>rd</sup> Planning Committee meeting. If supported by the Planning Committee, the draft will be forward for full Board of Authority for consideration on December 19<sup>th</sup>.



# Sponsorship Policy

DRAFT



**REVISION HISTORY**

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## 1 Purpose and Scope

The purpose of this Sponsorship Policy is to establish uniform directives for expenditures related to sponsorships of tradeshows, conferences or other type of gathering where a fee is paid by the Authority to be present and/or represent the Metro Flood Diversion Authority (MFDA) or the Project. The intent of the policy is not to limit the program’s ability to engage with industry representatives. The purpose is fiscal responsibility and to better inform the Board of Authority of program expenditures related to Project Sponsorships.

## 2 Definitions

Term	Project Relevance
Authority	means the Metro Flood Diversion Authority.
Diversion Authority Board	means the governing board of the Authority.
Employees	means employees of the Authority.
Executive Director	means the Executive Director of the Authority appointed by the Diversion Authority Board pursuant to section 14.01 of the Joint Powers Agreement, dated June 1, 2016, which created and continued the Authority.
Project	means the Fargo-Moorhead Metropolitan Area Flood Risk Management Project.
Public Officials	means any member of the Diversion Authority Board and/or any member of an Authority committee or sub-committee.
Support Staff	means any person employed by a Member Entity who is also serving the Authority.
Sponsorship	means to provide funds for a project or activity or the person carrying it out.

## 3 Policy

*Generally.* The policy requires prior approval by the Board Chair for an MFDA employee entering the Authority into a sponsorship agreement where the Authority pays a fee in excess of \$200. Potential sponsorship activities would be conferences or industry gatherings related to the work of the Authority.

*Exceptions.*

1. None.

*Member Entity Policies.* Nothing in this policy excuses a Public Official, Support Staff, or Employee from complying with any applicable policy or other policy of a Member Entity to which he or she is subject.

#### 4 Sanctions

1. If this policy is violated by an Employee, the Employee may face sanctions as outlined by the Diversion Authority, in addition to any sanctions which may be imposed under state or federal law.

Dated: \_\_\_\_\_

Shelly Carlson, Chair  
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Michael Redlinger & Robert Wilson, Co- Executive Directors  
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