

# Planning Committee Agenda

## Diversion Authority Planning Committee

October 8, 2026 @ 2:00 p.m. CST

This meeting will be in-person at the City of Fargo Red River Room (225 4<sup>th</sup> St N, Fargo, ND 58102).

1. Call to Order
  - a. Roll call of Members
2. Approve minutes – August 13, 2026  
[Attachment 01.00] (Pg. 2)
3. Approve Order of Agenda
4. Third Quarter Governance Policy Review  
[Attachment 02.00] (Pg. 4)
5. FM Area Diversion Project Documentary Update
6. Crop Loss Fund Management RFQ
7. Other Business
8. Next Meeting: November 5, 2026
9. Adjournment

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### MEDIA AND PUBLIC PARTICIPATION INFORMATION

This meeting will be in-person at the City of Fargo Red River Room (225 4<sup>th</sup> St N, Fargo, ND 58102)

# Metro Flood Diversion Authority Planning Committee Meeting Minutes

2:00 PM – August 13, 2026

Fargo City Hall, Red River Room

A meeting of the Metro Flood Diversion Authority Planning Committee was held on August 13, 2026. The following members were present: Josh Boschee, Mayor, City of Fargo; Eric Gjerdevig, Mayor, City of West Fargo; Tony Grindberg, Cass County Commissioner and Kevin Campbell, Clay County Commissioner.

Member(s) absent: Shelly Carlson, Mayor, City of Moorhead and Rick Steen, Cass County Joint Water Resource District.

**1. CALL TO ORDER**

Mayor Boschee called the meeting to order at 2:01 PM. Roll call was taken, and a quorum was present.

**2. APPROVE THE JULY 2026 MINUTES**

**MOTION PASSED**

Mayor Gjerdevig moved to approve the July 2026 minutes, and Mr. Grindberg seconded the motion. On a voice vote, the motion carried.

**3. APPROVE THE ORDER OF THE AGENDA**

**MOTION PASSED**

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

**4. PROJECT DOCUMENTARY**

Mr. Benson introduced the project documentary and turned it over to Mr. Chandler Dick from C3 Media to explain the process, what is required to create a professional, polished product as well as the anticipated costs to produce the documentary.

Mr. Dick explained the heart behind the project and its importance in the Red River Vally as well as the complexities of the project. He stated that the goal of the documentary is to create a piece that is community-driven that makes it special and important.

Mr. Dick reported that he anticipates the financial need for the documentary to be approximately \$400,000. He also indicated that there may be alternate funding sources from the state(s) or sponsorship opportunities.

After lengthy dialogue, Mr. Grindberg and Mr. Campbell commented that more research needs to be done in the next two to three months and that the RFP process needs to be followed.

**5. SEPTEMBER BOARD RETREAT**

Mr. Benson shared the agenda for the September 15 board retreat, indicating that it will begin at noon at the MFDA Amber Valley Parkway office with a lunch meeting and wrap up with a tour of the project.

**Tentative agenda**

- Update on O&M planning
- Six-Month outlook at the critical path to get the project ready for a Spring 2027 potential flood
- Budget timeline for 2027 budget
- Budget for transition from construction to O&M
- Financial plan update
- Update on October recognition event
- Bus tour to visit key components of the project

**6. OCTOBER 22 RECOGNITION EVENT**

Mr. Benson reported that the social hour will be from 5-6 PM and dinner will begin at 6 PM. Committed speakers thus far include Senator Amy Klobuchar (potentially virtual) and Senator John Hoeven. Ms. Willson reported that \$90,000 in table sponsorships have been received and tickets will be going live for others to purchase.

**7. OTHER BUSINESS**

Mr. Benson reported that Senator John Hoeven will be in Fargo on Tuesday, August 18, for a press conference regarding the Farm Bill Provision Legislation. The press conference will be held at the Larry Richard farm in Horace.

**8. OTHER MEETING**

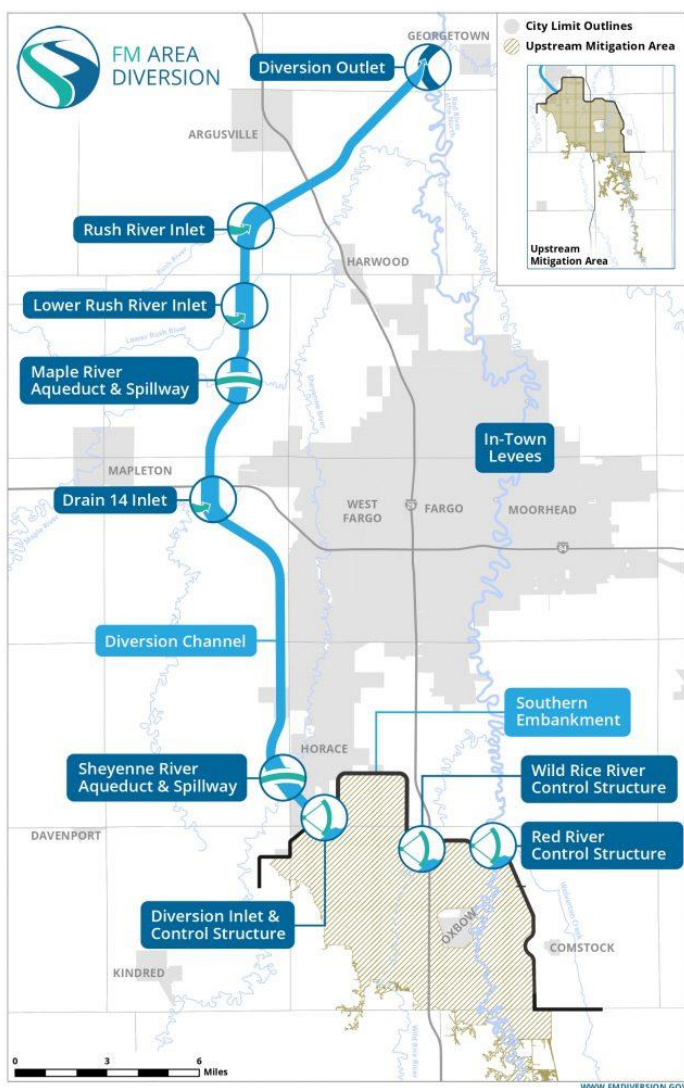
The next meeting will be on September 10, 2026.

**9. ADJOURNMENT**

Mayor Gjerdevig moved to adjourn, and Mr. Grindberg seconded the motion. The meeting adjourned at 2:58 PM.

2025

# MFDA Governance Policies



Metro Flood Diversion Authority

Schatz & Associates, LLC

10/1/2025



**GP-6**

## **Policy Type: Governance Policies**

### **Annual Work Plan**

#### **Annual Work Plan**

The Board will follow an annual work plan that includes continual monitoring and review of all policies, and activities to improve Board performance.

1. The Board's annual work plan for the next year will include:
  - a. Governance process improvement activities, including orientation and training of new Board members in the Board's governance process, and other discussions by the Board about means to improve its performance, especially Board member knowledge and skills.
  - b. The Planning Committee Schedules the monitoring of all governance policies.
  - c. Other events and activities that are part of the Board's responsibilities and interests.

**Monitoring Method:** Monitored by the Planning Committee and reviewed by the Board

**Monitoring Frequency:** Annually, per the Annual Work Plan

Metro Flood Diversion Authority

Adopted:

**ED/BRP-4**

## **Policy Type: Executive Director Board Relationship Policies**

### **Staff Accountability**

The Executive Directors is responsible for all matters related to the organization's day-to-day operation, within the values expressed by the Board. All staff shall report directly or indirectly to the Executive Director.

1. The Board will never give direction to any employee other than the Executive Director.
2. The Board will not formally or informally evaluate any staff member other than the Executive Director.
3. Except as required by law, the Board will not participate in decisions or actions involving the hiring, evaluating, disciplining, or dismissal of any employee other than the Executive Director.

**Monitoring Method:** Monitored by the Planning Committee and reviewed by the Board

**Monitoring Frequency:** Annually, per the Annual Work Plan

Metro Flood Diversion Authority

Adopted:

## **Policy Type: Operational Expectations Policies**

### **Financial Planning and Administration**

The Executive Director must keep the Diversion Authority Board fully informed of the Metro Flood Diversion Authority's financial condition.

#### **Financial Planning**

The Executive Director shall develop an annual budget with the MFDA's Finance Committee.

The Executive Director shall develop a budget that:

1. Is in a summary format, understandable to the Board and presented to allow the Board to understand the relationship between the budget and the priorities of the MFDA.
2. Assures fiscal soundness in future years.
3. Details all administrative costs, including but not limited to travel, education, training and other administrative costs.

#### **Financial Administration**

The Executive Director is the chief purchasing agent of the MFDA. The Executive Director makes purchases and contracts in accordance with procedures specified by Board resolutions.

The Executive Director shall:

1. Not cause or allow any financial activity or condition that deviates from the budget adopted by the Board.
2. Assure Contracts and bonds, instruments, and documents to which the MFDA is a party is signed by the Chair and the Executive Director on behalf of the MFDA.
3. Assure that payroll and legitimate debts are paid promptly when due.
4. Assure that all purchases are based upon:
  - a. reasonable precaution against conflict of interest.
  - b. comparative prices based on items of similar quality.
  - c. a balance between long-term quality and cost.
5. Coordinate with the MFDA's appointed financial auditor for an annual audit of all funds and accounts.

6. Keep complete and accurate financial records by funds and accounts following Generally Accepted Accounting Principles (GAAP).

The Executive Director shall NOT:

1. Expend more funds than have been received in the fiscal year unless revenues are made available through other legal means, including the use of fund balances or the authorization by the Metro Flood Diversion Authority to transfer funds from reserve funds.
2. In debt the MFDA without the approval of the Board.
3. Enter a purchase or contract in excess of the amount approved by the Board on behalf of the MFDA as per resolution, without the approval of the Board.
4. Transfer budget line items from one fund to another unless authorized by the MFDA Board.
5. Allow any required reports to be overdue or inaccurately filed.
6. Receive, process, or disburse funds under controls that are insufficient under GAAP.
7. Suspend or remove the project's Fiscal Agent\*.

\* The Diversion Authority Board chooses the Fiscal Agent solely based on cost, experience, and fiscal management qualifications. The Fiscal Agent is appointed by the Board for an indefinite term and may only be removed by the Board.

**Monitoring Method:** Monitored by the Planning Committee and reviewed by the Board

**Monitoring Frequency:** Annually, per the Annual Work Plan

Metro Flood Diversion Authority

Adopted:

OE-7

## **Policy Type: Operational Expectations Policies**

### **Asset Protection**

The Executive Director shall not allow assets to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked.

The Executive Director shall:

1. Obtain insurance coverage complying with the Metro Flood Diversion Authority Joint Powers Agreement requirements.
2. Take reasonable steps to ensure that the facilities and equipment are sufficiently maintained.
3. Ensure that any actions do not knowingly, recklessly, or negligently expose the organization, its Board, or staff to legal liability.
4. Make purchases by weighing:
  - a. a reasonable precaution against conflict of interest,
  - b. comparative prices based on items of similar quality,
  - c. a balance between long-term quality and cost.
5. Protect intellectual property.
6. Protect information and files from loss or significant damage.
7. Preserve and dispose of all records related to affairs or business of the Metro Flood Diversion Authority in accordance with all applicable state and federal law
8. Preserve and dispose of all records related to affairs or business of the organization following state and federal law.

**Monitoring Method:** Monitored by the Planning Committee and reviewed by the Board

**Monitoring Frequency:** Annually, per the Annual Work Plan

Metro Flood Diversion Authority

Adopted:

**Policy Monitoring Form**  
**GP 6: Annual Work Plan; ED/BRP 4: Staff Accountability; OEP 6: Financial Planning & Administration; OEP 7: Asset Protection**

**Summary of Compliance Status**  
**October 22, 2026**

**Executive Director Certification**

With respect to GP6: Annual Work Plan; ED/BRP 4: Staff Accountability; ED/BRP; OEP 6: Financial Planning & Administration; and OEP 7: Asset Protection, taken as a whole, the Executive Director certifies that the proceeding information is accurate and complete:

- ☐ In Compliance
- ☐ In compliance with Exception (as noted in the evidence)
- ☐ Not in Compliance

**Summary Statement by Executive Director**

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**Planning Committee Recommendation for Compliance**

With respect to GP6: Annual Work Plan; ED/BRP 4: Staff Accountability; ED/BRP; OEP 6: Financial Planning & Administration; and OEP 7: Asset Protection, the Board:

- ☐ Accepts the report as fully compliant.
- ☐ Accepts the report as compliant with noted exceptions.
- ☐ Finds the Executive Director to be non-compliant.

**Summary statement/motion of the Board**

Signed: \_\_\_\_\_ Date \_\_\_\_\_