

OUTCOMES:

Rum River One Watershed, One Plan (1W1P) – Steering Team Meeting

Date: February 25, 2019

Time: 9:00-11:00 AM

Location: Mille Lacs County Historic Courthouse, conf. rm D, 635 2nd Street SE, Milaca MN 56353

Meeting called by: Planning Partners

Type of meeting: Steering Committee

Facilitator: Jamie Schurbon, ACD

Note taker: Maggie Kuchenbaker, Mille Lacs SWCD

Attendees:	Tiffany Determan, Isanti SWCD	Darrick Wotachek, Isanti Cnty
	Dan Cibulka, Sherburne SWCD	Jamie Schurbon, Anoka SWCD
	Amanda Guertin, Benton SWCD	Dillon Hayes, Mille Lacs Cnty
	Jacque Kelzenberg, Kanabec SWCD	Susan Shaw, Mille Lacs SWCD
	Maggie Kuchenbaker, Mille Lacs SWCD	Jason Weinerman, BWSR
	Harmony Maslowski, Mille Lacs SWCD	Lisa Fobbe, Sherburne County Commissioner (PC)
	Shannon Wettstein, Morrison SWCD	

Welcome by Schurbon.

Introductions.

Formalize Steering Committee: (Determan)

Purpose and Membership: Determan requested committee members review and update contact list. Committee members in agreement that everyone who has a signed MOA should have representation at the steering committee meetings. The steering committee should have representation from County and SWCD. Concern is that people would fall behind, strategies to address the missing members area (policies for counties and BMPs for SWCDs) would not get included in the watershed plan, and staff would find it difficult to update their policy members so that they can make informed decisions. The purpose of the committee is to report to their own policy committee members to aid them in decision making policies.

Discussion on the steering committee verses advisory committee; general consensus is steering committee is made up of MOA staff and advises policy committee and the advisory committee is local stakeholders, state agencies and steering committee members that will provide input to the policy committee.

Next Steps: If within the next two meetings all members are not present – **Determan** will contact the steering committee members.

Ground Rules and Decision Making Process: Determan reviewed the proposed steering committee ground rules. Discussion. Changes to bullet #2 add policy committee will be aware of discussion if general disagreement occurred. Changes to bullet #3 add review notes and give feedback within one week. Changes to bullet #8 add stakeholders are responsible to communicate with their own respective people.

Next Steps: Tiffany will add changes to the ground rules ([see attachment](#)).

Updates: (Cibulka)

Memorandum of Agreement (MOA): Cibulka reported he is waiting on MOAs from Aitkin SWCD and Aitkin County and Crow Wing County. Upon receipt of all signed MOAs he will submit to BWSR and by the end of March/early April BWSR should have a grant agreement finalized.

Work Plan: Completed

Policy Committee Members: Aitkin SWCD and Kanabec County (no alternate) do not have members identified.

Local Partner Subcontracts: MCIT is reviewing exhibit A of the subcontract.

Next Steps: Cibulka will reach out to those partners who have not submitted their MOAs and who do not have policy committee members identified. He will email a draft and finalized subcontracts (upon MCIT review) to local partners for March board meetings.

Policy Committee Orientation & Outreach: (Shaw)

Review of the agenda for the orientation meeting. Clarification on presentation materials. Determan and Cibulka will review their materials together to ensure they do not double up on information. Cibulka will let policy committee members know of April 29th meeting date to hire a consultant during his wrap up and next steps.

Proposed Outreach Plan Trajectory presented. **See attachment.** Weinerman suggested adding empowerment as goal #5 – landowners can use information to make decisions on their own landscape. Discussion regarding making sure outreach is understandable for general public.

Next Step: Send photos and captions to Schurbon for Rum River Watershed picture slide show and any other PowerPoints presentation you may be using for your presentation.

Review Draft Request for Proposals (RFP): (Cibulka)

Cibulka reported some changes had been made to the RFP by the Sherburne County Attorney, mainly to exhibit A. Discussion regarding timeline for RFP.

- March 4 – Send out RFP to planning facilitators and plan writers
- March 22 – Questions from consultant's due back to Cibulka. Cibulka will send to planning committee members. Planning committee members review on their own.
- March 26 @ 9:00 am Phone Conference – Planning committee members to discuss questions
- March 29 – Cibulka will send answers back to facilitators/writers
- April 12 – Proposal due date
- April 15 – Cibulka will send out submitted proposals to planning committee members to review independently
- April 22 @ 1:00 in Cambridge – (Wotachek will reserve room at Isanti County Building) Planning committee meeting to review proposals
- April 22 – TBD – if steering team meeting will be held before or after planning committee meeting
- April 23 – Cibulka will send out notifications to proposals finalists
- April 29 – Policy committee meeting, conduct 30 minute interviews. (staff to develop questions for interview process)

Task 1.5 Notify Plan Review Authorities: (Wotachek)

Wotachek will be sending out the notification to the required state agencies, Metropolitan Council, Mille Lacs Band, The Nature Conservancy and the MN Forest Resource Council. He will CC all partners and partners can decide if they would like to send it to their cities within their jurisdiction.

Suggestion to bold the due date and to remove Determan from the letter.

Wotachek will compile answers and send to partners.

Consensus was to gather input from other stakeholders, such as lake groups and water plan committees through outreach efforts.

Introduction to Prioritization Tool: (Schurbon)

Schurbon reported that there are many prioritization tools already available within portions of the watershed. The Planning Team plans to ask the consultant to propose tools and prioritization approaches during the interview process. There are many other tools that s can be used to highlight high priority areas to aid in the ranking process of where projects should be placed in the watershed. Tools like this can be costly, but is a highly useful tool when planning future projects.

Landscape Stewardship Plan Update: (Determan)

Determan reported a landscape stewardship plan for the Rum River Watershed is in the process of being completed. The plan highlights high priority areas for forest and natural area protection and will be useful for the Rum River One Watershed planning process. Some of the steering committee members attended (all were invited) and a follow up meeting will be held in April.

Next Meeting: Monday, April 22 – Tentative for Steering Committee Meeting. Determan will send out a doodle poll to determine a regular steering committee schedule.

Jacque Kelzenberg, Kanabec SWCD, reported she will be leaving Kanabec SWCD and does not know how big of a role the Kanabec SWCD will have moving forward.

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Attachment #1:

Steering Committee Ground Rules

- **We will start and end on time.**

- We will operate on consensus- seek general agreements all can “live with”. The Policy Committee will be informed of discussion if general disagreement occurred.
- Members will come prepared for each meeting by completing pre-work, reading materials, and being prepared to discuss agenda items with a positive attitude. Members will follow-up after meetings by reviewing notes and providing feedback within one week.
- We will identify clear deadlines for when tasks are assigned to members and strive to meet them (both in developing materials and responding/providing feedback).
- We will be respectful and promote open communication.
- Members will stay on point with the current topic.
- If necessary, we will hold conference calls between in-person meetings to report on progress.
- Each member is responsible for communicating information with their respective stakeholders (i.e. Policy members, co-workers, local environmental groups).

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Attachment #2:

Coming together to identify shared goals. **Planning together** to leverage unique capacity. **Working together** to achieve results.

Proposed Outreach Plan “trajectory”

Steering Committee discussion
Monday, February 25th

Outreach Goals:

Goal 1. Transparency

Easy to understand decisions being made (where we are at, where we are going)

- Notifications roster
- Update (newsletter) *monthly?* - Here's where we are in the process
- Ways to be involved messaging
- Requests for info - be prepared to respond

Goal 2. Understanding of purpose/goal for planning

By planning partners for...

- ↑ trust
- ↑ engagement
- ↑ buy-in for later implementation

By public for...

- ↑ input
- ↑ trust in the end product
- ↑ buy-in for later implementation

Goal 3. Input

Diverse/broad stakeholder perspectives

- Participants will understand how their input was considered

Goal 4. Buy-in built through participation in the process

Create the ownership and understanding of roles needed for implementation

- Participants recognize their input in the plan
- Participants and public see how many small roles collaborate to build long term outcomes