



Mississippi River St. Cloud One Watershed, One Plan

Policy Committee Meeting Packet

Date / Time:	March 29 th , 2022 1pm – 2:45pm
Location:	In-Person: Sherburne County History Center - 10775 27th Ave SE, Becker, MN 55308 Virtual: https://us02web.zoom.us/j/83941875096
Note Taker:	Brittany Lenzmeier, Stearns SWCD
1w1p Website:	WEBSITE COMING SOON
Committee Representatives Invited:	Benton County – Scott Johnson, Benton SWCD – Wade Bastian, Clearwater River WD – Bob Schiefelbein, Meeker County – Danny Schiefelbein, Meeker SWCD – Bob Schiefelbein, Mille Lacs SWCD – Dan Campbell, Sherburne County – Barb Burandt, Sherburne SWCD – Shelly Binsfeld, Stearns County – Tarryl Clark, Stearns SWCD – Tom Gregory, Wright County – Mary Wetter, Wright SWCD – Jeff Burns
Individuals Copied:	Policy Committee Alternate Members, Steering Committee Members, Jason Weirnerman – BWSR, Brad Wozney – BWSR, Keenan Hayes – Mille Lacs County Staff, Dilan Christiansen – Mille Lacs County Staff, Amy Kowalzek – Morrison County Staff, Brittany Lenzmeier – Stearns SWCD Staff, Shannon Wettstein – Morrison SWCD Staff, Lance Chisolm – Morrison SWCD Staff

Meeting Preparatory Work

- Review Draft MOA (sent after March 24th attorney meeting)

Meeting Objectives

- Approve MOA as a committee for consideration at LGU April Board meetings
- Discuss and provide feedback on Consultant Selection Process
- Determine Next Meeting Date or Standing Meeting Schedule

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Meeting Agenda

Item	Page	Time	Topic	Task
1.		15 min	Welcome and Introductions <ul style="list-style-type: none"> ● Name, LGU ● What is your favorite spring activity? 	INFO INFO
2.		5 min	Review and approve agenda <ul style="list-style-type: none"> ● Approve meeting agenda 	ACTION
3.	3 - 7	5 min.	Review and approve 3-1-2022 meeting minutes <ul style="list-style-type: none"> ● Approve meeting minutes 	ACTION
4.	8	10 min	Project Update <ul style="list-style-type: none"> ● Project Timeline Update (<i>Cibulka</i>) 	INFO
5.		45 min	DRAFT MOA <ul style="list-style-type: none"> ● Feedback on draft document (<i>Sommerfeld</i>) ● Approve MOA as a committee for LGU April Board meeting consideration (<i>Sommerfeld</i>) 	DISCUSS ACTION
6.		15 min	DRAFT Consultant Selection Process <ul style="list-style-type: none"> ● Process discussion (<i>Maciej</i>) 	DISCUSS
7.		10 min	Determine Next Meeting Date/Schedule (<i>Cibulka</i>) <ul style="list-style-type: none"> ● Bring your calendars to plan future meeting dates 	DISCUSS
8.			Adjourn	ACTION

Timekeeper: Francine Larson

Supplemental Items (at end of packet)

- 1) Watershed Highlight (page 10) – To increase familiarity within our group, each agenda packet will feature a story from a project partner featuring conservation efforts they are working on.
- 2) Project Boundary (page 11) – This map may be a useful reference as agenda items are reviewed.
- 3) Policy Committee Meeting Norms and Guidelines (page 12) – An outline of best practices for MRSC 1w1p Policy Committee meetings.

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Agenda Item #2: March 1, 2022 Policy Committee Meeting Minutes



Mississippi River – St. Cloud One Watershed, One Plan

Proceedings of the Mississippi River – St. Cloud 1W1P Policy Committee Meeting held on March 1, 2022. Dan Cibulka called the meeting to order at 1:00p.m.

Date / Time:	March 1 st , 2022 1pm – 3pm
Location:	In-Person: Sherburne County History Center - 10775 27th Ave SE, Becker, MN 55308 Virtual: https://us02web.zoom.us/j/81479692122
Note Taker:	Brittany Lenzmeier, Stearns SWCD
1w1p Website:	WEBSITE COMING SOON
Voting Members Present:	Benton SWCD – Wade Bastian, Clearwater River WD – Bob Schiefelbein, Clearwater River WD – Chris Uecker, Meeker SWCD – Bob Schiefelbein, Meeker County – Bob Schiefelbein, Mille Lacs SWCD – Dan Campbell, Sherburne County – Barb Burandt, Sherburne SWCD – Shelly Binsfeld, Stearns County – Tarryl Clark, Stearns SWCD – Tom Gregory, Wright County – Mary Wetter, Wright SWCD – Jeff Burns,
Alternate Voting Members Present:	Sherburne County – Reanne Danielowski (via Zoom), Sherburne SWCD – (via Zoom)
Voting Members Absent:	Meeker County – Danny Schiefelbein Benton County – Scott Johnson
Partners and Staff Present:	Jason Weinerman – BWSR, Brad Wozney – BWSR, Brittany Lenzmeier – Stearns SWCD Staff, Kendra Sommerfeld – Benton SWCD Staff, Jerry Maciej – Benton SWCD Staff, Luke Johnson – Wright SWCD Staff, Alicia O’Hare – Wright SWCD Staff, Cole Lowen – Stearns County Staff, Francine Larson – Sherburne SWCD Staff, Rebecca Carlson – Clearwater River WD, Dan Cibulka – Sherburne SWCD Staff

Welcome and Introductions.

- a. **Name, LGU.** Introductions of Policy Committee (PC) members, partners, and staff.
- b. **What is a fond memory you have within this watershed or related to water resources?** PC members, partners, and staff provide a memory.

Policy Committee Operating Procedures.

- a. **Interim Procedures.** Cibulka reported that staff proposed that until the by-laws are completed, it is best to strive for an all-inclusive consensus on topics. Cibulka stated that the PC may choose to elect a chair to facilitate this meeting, however, staff will be presenting on several of the topics. Burns recommended staff continue to develop materials and organize the meetings until the PC can elect chair. Danielowski asked how long the PC will be operating as interim. Cibulka stated until the by-laws are approved.
- b. **Meeting Norms Review.** Lowen provided an overview of the meeting norms documents and stated the documents were utilized with the Sauk River Watershed Plan. Cibulka reported that the PC can discuss, add, or

remove items, however, Cibulka stated this document provides a good outline to follow for the meetings. Cibulka asked the PC to ensure the meeting norms were reasonable to understand and follow.

Planning Project Update.

- a. **Project Timeline.** Cibulka reported a timeline is in the meeting packet. The purpose of the timeline is to provide an overview of how the One Watershed, One Plan (1W1P) will come together over the next two years. Cibulka reported that staff have been working together and developed a budget, by-laws, and work plan.
- b. **Fiscal Agent/RFP.** Sommerfeld reported that the RFP was sent out on February 15th to a list of consultants that the steering committee developed. The deadline for the proposals is March 30th and the final selection/interviews will be held in late April/early May. Benton SWCD will hold the contract with the consultant; however, the PC will provide a recommendation to Benton SWCD Board to hire the consultant.

Maciej reported that steering committee discussed the possibility of hiring two different consultants (one to write and one to facilitate). Cibulka reported that this process could involve the same firm/person, but also could be two different individuals/firms. Burns asked if there are any other watersheds that have worked with two consultants? Cibulka stated that Rum River 1W1P hired two firms. Campbell reported that it is not uncommon for consultants to come together to provide the best expertise for these plans. Cibulka stated that they expect to receive several proposals and bring the consultants in for interviews to determine which will fit best.

Weinerman reported that the planning process is grant-funded through the Minnesota Board of Water and Soil Resources (BWSR). To develop and execute the planning grant, the budget, work plan, the MOA (which will need to be acted upon and approved by each respective Board), must be completed.

Draft Memorandum of Agreement (MOA).

- a. **Feedback on Draft Document.** Sommerfeld reported that the County attorneys met on February 28 to discuss and provide comments/questions/concerns on the MOA. Sommerfeld shared the feedback with the steering committee; however, the steering committee will need more time to review the comments provided. The general feedback provided from the attorneys was clarification on the committee structures (technical and citizen advisory committee).
- b. **Committee Structures.** Sommerfeld reported that the steering committee developed two different committee structure options for the Technical Advisory Committee and the Citizen Advisory Committee. Both options include LGU representatives, state agencies, and representatives from other conservation agencies. Option one does not include at-large citizen members in the Technical Advisory Committee. Option two would include the addition of 12 at-large citizen members. Wetter asked to define to at-large. Sommerfeld stated the at-large members could include folks from an advisory committee, a task force, or a public figure that is not a staff/county member (not an elected official).

Binsfield stated that there are opportunities for many individuals on the Technical Advisory Committee to participate and still need the meetings to operate efficiently. Burns asked if LGU representatives' staff or elected officials. Cibulka stated that LGU Staff Representatives would be added in for clarification. Carlson stated that not all LGUs have staff so to encompass all organizations, the language should be changed to 'LGU Technical

Representatives.’ Burns stated that instead of having the text ‘The Nature Conservancy’, insert non-profits as that text would encompass all organizations who are interested.

O’Hare asked if the Steering Committee contacted the surrounding tribal nations. Cibulka stated that the tribal nations were contacted by letter in early January and the committee has not heard back.

Danielowski stated that the Technical Advisory Committee should include individuals experience and education and the Citizen Advisory Committee would represent communities at-large. Binsfield asked to define non-profits and who is considered non-profit. Cibulka stated would include The Nature Conservancy or another related entity that expresses interest in water quality or habitat restoration. Lowen stated that The Nature Conservancy was named in the draft since it has been involved in many of the other plans.

Binsfield stated that with the Citizen Advisory Committee item #3, the verbiage should read “CAC members could consist.” It opens more opportunities and flexibility for other individuals or organizations be a part of the CAC. Clark suggested “CAC members may consist.”

Binsfield stated that the attorneys asked to have CAC defined. Carlson stated the plan is a planning-based effort and the technical staff would determine what the resource concerns are. Once that list has been developed, the list would be provided to the CAC and TAC. The TAC would determine where the funds should be directed for projects and priorities.

Cibulka stated that the MOA is still in draft form. The Steering Committee will draft language from the discussions for the attorneys to finalize the verbiage for the MOA. The MOA will need to be approved by each respective board. Weinerman stated that the MOA will need to be signed prior to any grant funding.

Motion by Clark to approve the Policy Committee adopts Option #1 (no at-large membership in the TAC) for the Technical and Citizen Advisory Committees; second by Schiefelbein. Affirmative: Bastian, Schiefelbein, Gregory, Campbell, Burandt, Binsfield, Clark, Wetter, Burns, Uecker. Opposed: None. **Motion carried.**

Draft PC Bylaws.

- a. **Voting Arrangement Memo.** Cibulka reported that the Clearwater River Watershed District (CRWD) provided a memo to define the representation for Meeker County and Meeker SWCD. Carlson stated that Schiefelbein serves on the CRWD as the Chair and serves on the Meeker SWCD. This memo would allow Schiefelbein to speak and represent the three entities (CRWD, Meeker SWCD, and Meeker County). Carlson stated that Meeker SWCD appointed Schiefelbein as each entity must appoint an individual to the PC. Schiefelbein stated that since Meeker County only represents seven percentage of the watershed district, it is not efficient to send three separate individuals. BWSR policy states that that if the district has less than ten percent, the district(s) can opt out. Danielowski stated expressed concern about Schiefelbein carrying three votes (one for each entity) and would rather see the representative attend the meetings to cast their votes. Carlson stated that Meeker SWCD/County has expressed desire to be represented on this process, but with a limited budget and staff, it is fiscally responsible to send one representative. Uecker stated that if Meeker County does not agree with Schiefelbein that they could still send a representative to cast a vote. Burns stated if individuals are not here to engaged in the conservation, then they do not qualify to vote.

Sommerfeld stated that Benton, Sherburne, Mill Lacs, and Wright stated that they recommend one vote per person and one person may not vote for three different times for three different entities. These counties

Meeting #1

recommend alternatives instead of proxy voting to avoid conflict and clarity of who the voter is speaking for. Wetter stated that the current by-laws state that three votes by three separate entities, which would require the by-laws to be rewritten. Binsfield stated that each vote and representative would provide value to the team. Maciej stated that the lawyers expressed concern on the voting process when it comes to the implementation phase versus the planning part on the MOA.

Burandt inquired if a virtual option would be available for individuals who could not attend in person, but still would want to be involved in the process. Maciej stated that the by-laws recommend following open law, however, the by-laws would need to be updated to reflect including a virtual voting option. PC recommended for Clearwater River Watershed and Meeker SWCD/County to attend virtually to cast a vote. Cibulka stated that the attorneys will be provided the language for further guidance.

- b. Feedback on By-Law Comment Items.** Sommerfeld reported that the PC will comply with the open meeting laws, however, the verbiage was crossed out as the steering committee met to discuss due to the virtual option. Cibulka stated that the PC recommends following open meeting law and include virtual option available. The attorneys will insert language for virtual options with the opportunity for the public to attend.

Burns stated in “Article II: Membership Provisions” that item #2 should be clarified to ensure that the intent is for the PC member from each entity to serve for the entirety of the planning process.

Cibulka reported that feedback is needed on “Article V – Voting” (simple vs. supermajority). The PC recommended a simple majority vote would be adequate for a motion or resolution and super majority vote for the final plan. It was recommended to add in the Board of Water and Soil Resources (BWSR) verbiage. This information will be provided to attorneys for further guidance.

Wetter asked for clarification on specific term length. Cibulka stated the term length is typically a two-year process. The PC recommended an annual election for officer positions.

- c. Timeframe for review/approval.** No discussion.

Determine Standing Meeting Schedule.

a. Meeting Dates.

- a. Cibulka stated the PC can decide when to meet. Binsfield proposed for the next meeting to be on Tuesday, March 29th at 1:00PM at Sherburne History Center (if available). Cibulka will send out a meeting notice.

Cibulka adjourned the meeting at 3:06 p.m.

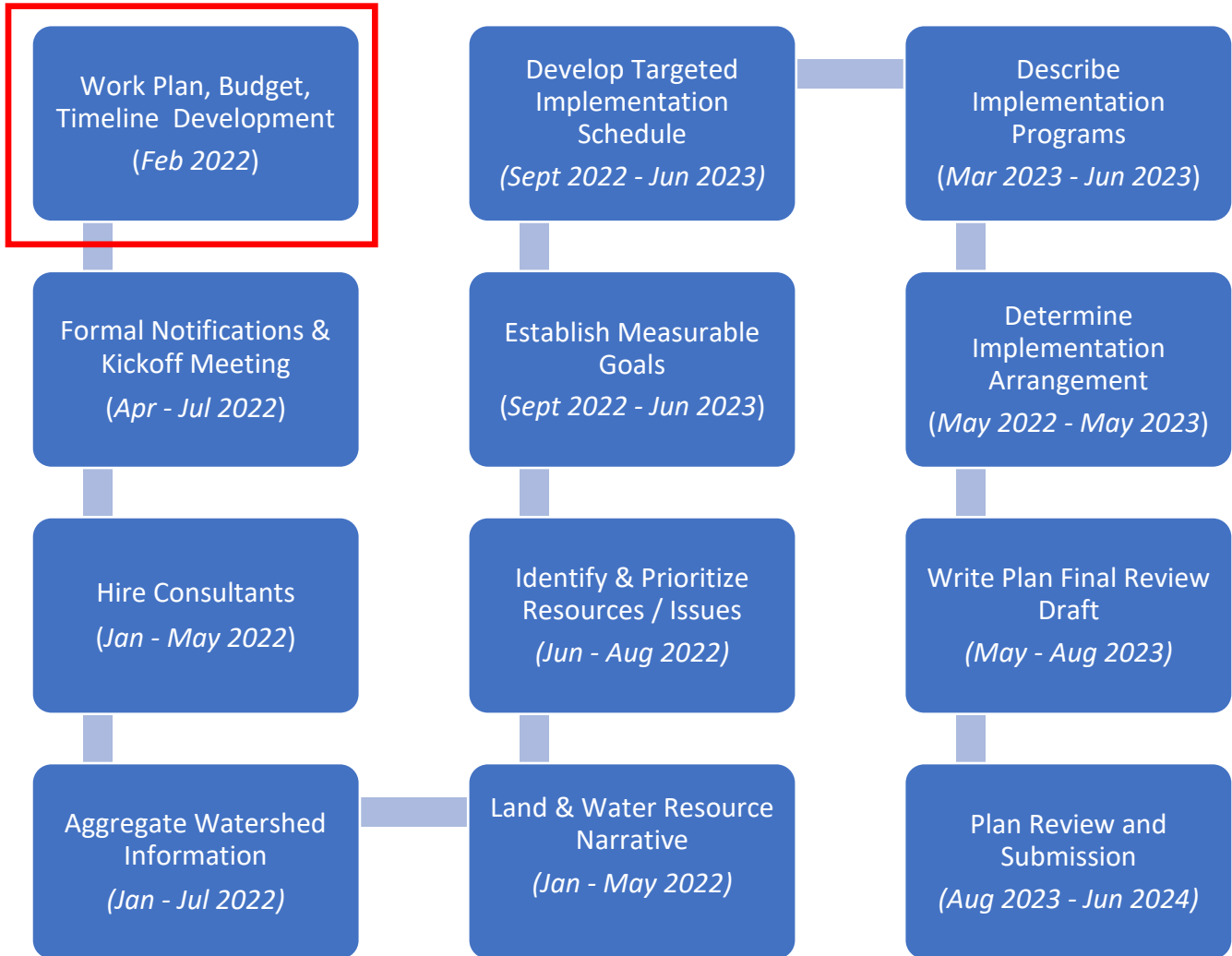
Brittany Lenzmeier, Minute Preparer

Date

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Agenda Item #3: Timeline Update

Establish and Maintain Partnership (Nov 2021 – Jun 2024)



Last Task:	Current Task(s):	Next Task:
<i>MOA (draft 1), By-laws (draft 1), RFP development</i>	<i>Finalize MOA, prep for proposal reviews and consultant interviews</i>	<i>Submit grant agreement and signed MOAs, hire consultant, plan formal notifications and Kickoff Meeting</i>

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Agenda Item #4: DRAFT Memorandum of Agreement

Note: The attorneys representing our LGU partners are meeting on March 24th to discuss final elements related to the Memorandum of Agreement.

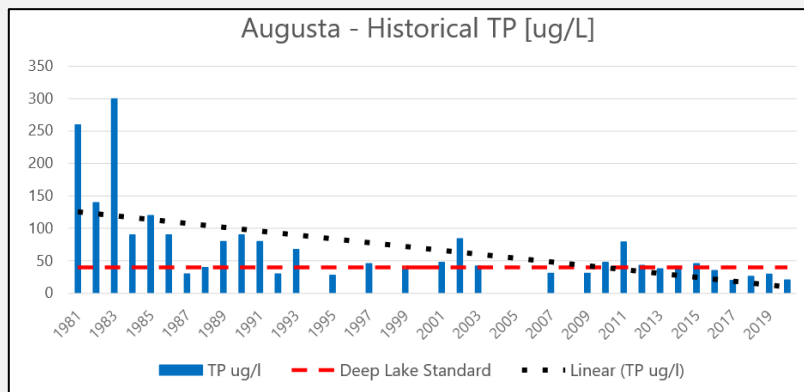
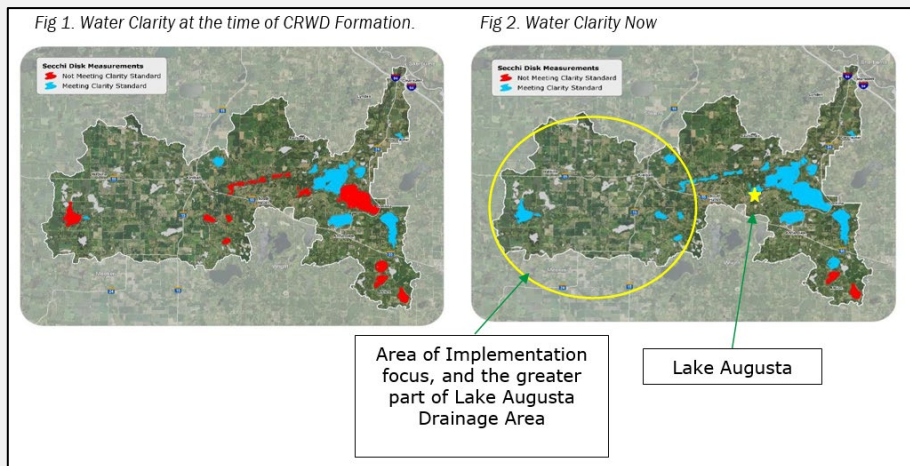
A new draft of the document will be distributed to the Policy Committee once it has been sent to staff by the attorneys.

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Watershed Highlight

Watershed Highlight: Lake Augusta, Delisted for Nutrients (submitted by CRWD)

Augusta is located about ½ way down the Chain of Lakes, roughly in the middle of our watershed. Clear Lake is located at the upper end of the watershed and the head of the Chain, followed by Betsy, Scott, Louisa, Marie, Caroline, then Augusta. Augusta flows in to Clearwater Lake, then out to the Mississippi. Our previous 10-year plan focused on efforts in the upper watershed (area tributary Lake Betsy). All of the projects implemented in that watershed contributed to improved lake water quality downstream. Similar to Lake Augusta, all the lakes in the Chain are showing significant improvements in water quality.

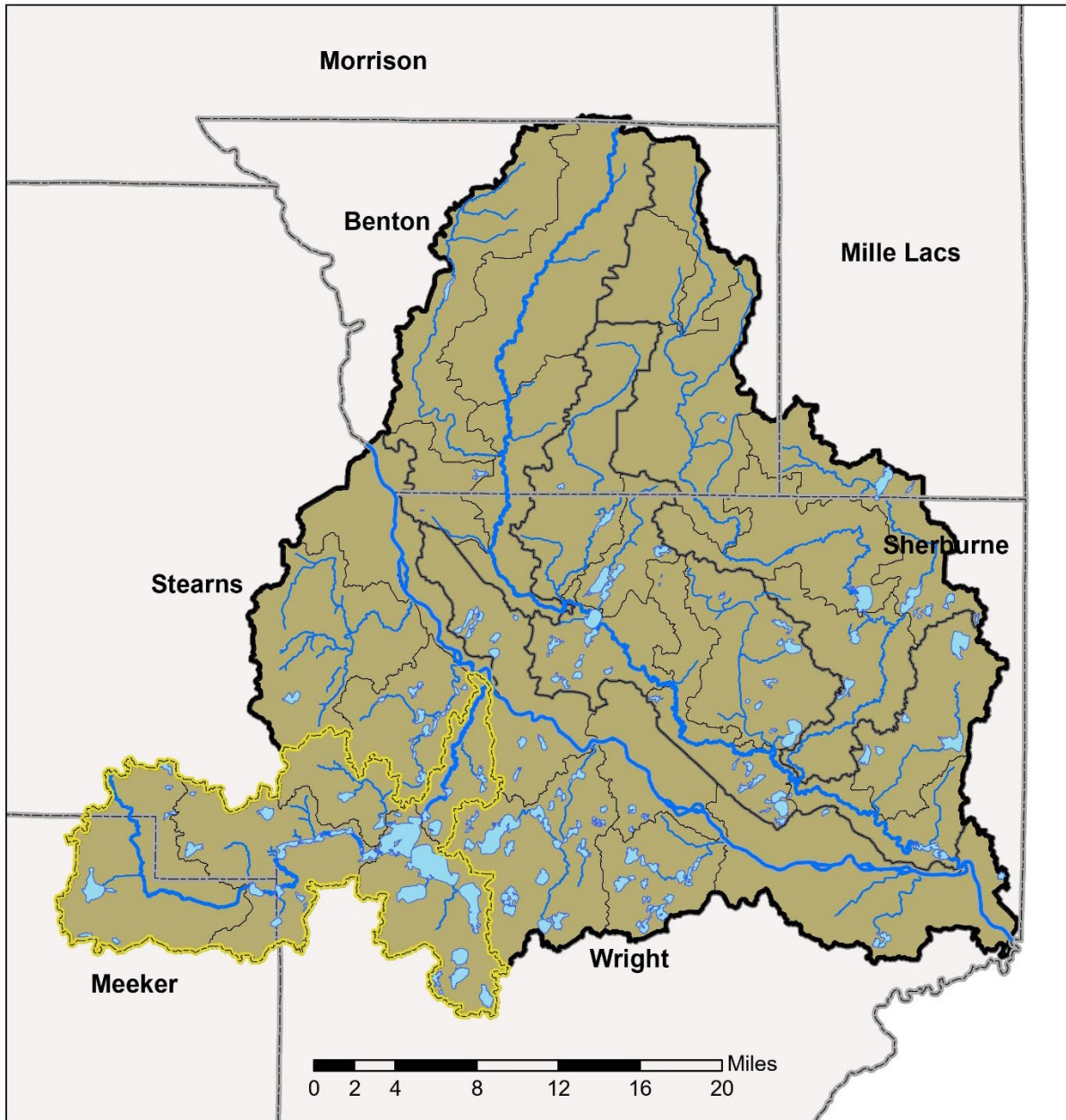


Project	Funding Source
Variable Rate Targeted Fertilizer Program	319
Kingston Wetland & Clearwater River Restoration	319
Betsy Rough Fish Removal	District, landowner funded
Clear Lake North/ South Projects	District funded
Watkins Stormwater Project	BWSR
Kimball Area Stormwater Phase I & II	BWSR
TSS & Bacteria Studies, which identified several critical project areas, developed projects and we continue to work through these projects. This also fostered the Alternative Tile Intake Program	319

Table 1. Projects in the upper watershed contributing to delisting of Lake Augusta

Mississippi River St. Cloud 1W1P Policy Committee Meeting Packet

Project Boundary



- | | |
|-------------------------------------|------------------|
| Planning Boundary | HUC 10 |
| Clearwater River Watershed District | HUC 12 |
| Named Lakes | County Boundries |
| Large Rivers | Streams |



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MRSC Policy Committee Meeting Norms and Guidelines

Process Norms

- Follow Robert's Rules of Order
- Everyone will contribute to the conversation
- Strive for consensus and support the final outcomes/decisions
- Decisions will be based in sound science
- All voices count. All opinions are valid, but offer reasoning behind your thinking
- Ask clarifying questions to seek further understanding
- Note-taker is to capture highlights of the discussion and decisions made, but not detailed minutes

Preparation Norms

- Meetings will start / end on time
- Members will complete pre-work, read materials, and be prepared to meet
- Request additional information prior to meeting if necessary
- 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)

Communication Norms

- Be respectful and promote open communication
- Listen to understand
- Respect each other's opinions
- Stay on topic and pay attention
- Silence phones and exercise proper meeting decorum