



Mississippi River St. Cloud One Watershed, One Plan

Policy Committee Meeting Packet

Date / Time:	December 19 th , 2022 10:00pm – 12:00pm
Location:	In-Person: Palmer Township Hall – 4180 105 th Ave, Clear Lake, MN 55319 Virtual: https://us02web.zoom.us/j/83452514261
Note Taker:	Brittany Lenzmeier
1w1p Website:	https://www.millelacswcd.org/1w1p/mississippi-river-st-cloud-watershed-plan/
Committee Representatives Invited:	Benton County – Scott Johnson, Benton SWCD – Wade Bastian, 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, Darren Mayers – BWSR, Brad Wozney – BWSR, Keenan Hayes – Mille Lacs County Staff, Robert Pennington – 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

- Note: This meeting will held at the Palmer Township Hall, not the Sherburne History Center
- Review updated timeline
- Review draft bylaws

Meeting Objectives

- Approve bylaws
- Elect officer positions
- Discuss committees appointments process and upcoming events

Mississippi River St. Cloud 1W1P Policy Committee Meeting Packet

Meeting Agenda

Item	Page	Time	Topic	Task
1.		10 min	Welcome and Introductions <ul style="list-style-type: none"> Name, LGU 	INFO
2.	2	3 min	Review and approve agenda <ul style="list-style-type: none"> Approve meeting agenda 	ACTION
3.	3-10	2 min.	Review and approve 7-06-2022 meeting minutes <ul style="list-style-type: none"> Approve meeting minutes 	ACTION
4.	11-16	30 min.	Review and Approve By-Laws (All)	ACTION
5.		15 min	Elect Officer Positions (<i>All</i>)	ACTION
6.	17	15 min	Project Update <ul style="list-style-type: none"> Project Update (<i>Cibulka</i>) 	INFO
7.	18	15 min	Citizen Advisory Committee (<i>Cibulka</i>) <ul style="list-style-type: none"> Review and Discuss CAC membership 	INFO / DISCUSS
8.	19	10 min	Technical Advisory Committee (<i>Cibulka</i>) <ul style="list-style-type: none"> Review and Discuss TAC membership 	INFO
9.	20	10 min	Proposed Meeting Schedule (<i>Cibulka</i>) <ul style="list-style-type: none"> Committee Meetings Special Meetings 	INFO
10.		10 min	Determine Standing PC Meeting Date Options (<i>Cibulka</i>) <ul style="list-style-type: none"> Bring your calendars to plan future meeting dates 	DISCUSS
11.			Adjourn	ACTION

Timekeeper: Francine Larson

Supplemental Items (at end of packet)

- 1) Project Boundary (page 21) – This map may be a useful reference as agenda items are reviewed.
- 2) Policy Committee Meeting Norms and Guidelines (page 22) – An outline of best practices for MRSC 1w1p Policy Committee meetings.

Mississippi River St. Cloud 1W1P Policy Committee Meeting Packet

Agenda Item #3: July 6, 2022 Policy Committee Meeting Minutes



Mississippi River St. Cloud One Watershed, One Plan

Policy Committee Meeting Minutes

Proceedings of the Mississippi River – St. Cloud 1W1P Policy Committee Meeting held July 6th, 2022.

Dan Cibulka called the meeting to order at 12:00 p.m.

Date / Time:	July 6 th 2022, 12:00 p.m. – 3:00 p.m.
Location:	In-Person: Sherburne County History Center - 10775 27th Ave SE, Becker, MN 55308 Virtual: https://us02web.zoom.us/j/89114376153
Note Taker:	Kendra Sommerfeld- Benton SWCD
1W1P Website:	WEBSITE COMING SOON
Committee Representatives Present:	Benton County – Scott Johnson, * Benton SWCD – Wade Bastian, Clearwater River WD – Bob Schiefelbein, Meeker SWCD – Bob Schiefelbein, Sherburne County – Barb Burandt, Sherburne County Alternate – Raeanne Danielowski, Sherburne SWCD – Shelly Binsfeld, Stearns SWCD – Tom Gregory, Wright County – Mary Wetter, Wright SWCD – Jeff Burns, * Sherburne SWCD – Kerry Saxton,
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
Partners and Staff Present:	Brad Wozney – BWSR, Darren Mayers – BWSR, *Rebecca Carlson – Clearwater River WD, Francine Larson – Sherburne SWCD, Dan Cibulka – Sherburne SWCD, Luke Johnson – Wright SWCD, Alicia O’ Hare – Wright SWCD, Cole Loewen – Stearns County, Kendra Sommerfeld – Benton SWCD

*Attendees joined virtually via Zoom

Welcome and Introductions.

- a. **Name, LGU.** Introductions of Policy Committee (PC) members, partners, and staff.

Review and Approve Agenda.

- a. Cibulka went over agenda items for meeting, mentioned the Policy Committee could elect a chair and vice-chair to run meetings or to let Cibulka continue leading meetings. Policy Committee agreed for Cibulka to continue running Policy Committee meetings until by-laws are established.
- b. **Motion by Johnson to approve the agenda as presented, second by Wetter.** Affirmative: Johnson, Bastian, B. Schiefelbein, Burandt, Binsfeld, Gregory, Wetter, Burns, Danielowski, Saxton. **Motion carried.**

Review and Approve Minutes (3.29.2022).

- a. **Motion by Burns to approve the March 30, 2022, minutes as presented, second by Wetter.** Affirmative: Johnson, Bastian, B. Schiefelbein, Burandt, Binsfeld, Gregory, Wetter, Burns, Danielowski, Saxton. **Motion carried.**

Project Updates.

- a. **Project Updates.** Cibulka stated that the work plan is mostly complete, budget is complete, and timeline has been updated.
 - a. The Memorandum of Agreement (MOA) is almost complete by attorney group, should be ready soon after minor word changes. MOA will need to be signed and approved before each individual board.
 - b. Once the grant agreement is executed, formal notifications and kick-off meetings will take place anticipated for fall of this year (2022).
 - c. Cibulka stated that another step needed in process is interviewing and selecting consultants. Interviews will take place at this meeting.
- b. **Conversation/Questions.** Burns asked why there wasn't a directive for Policy Committee (PC) to approve MOA at current meeting. Cibulka responded that each individual board needs to consider MOA separately before the MOA is officially adopted. There is a discussion item on agenda for draft MOA. Cibulka stated that if PC wants to make a motion to approve the draft MOA, that could be acceptable and might carry weight with individual boards to show that the PC supports the MOA. (Virtual chat) Bastian agreed with Cibulka on PC recommending MOA to show support to individual boards. *Motion is below in another part of discussion.*

Draft MOA.

- a. **Feedback on draft document.** Cibulka reviewed the process the attorneys and staff have completed to create this draft of the MOA. Cibulka suggested going through MOA page by page to discuss.

Wetter asked what happened to the JPA/JPE. Cibulka stated that there were some attorneys who favored an MOA over a JPA but were able to add additional language that addressed some of the needs of those that preferred a JPA. This document is the compromise between an official JPA and MOA.

Burns pointed out that this MOA ends once project arrives to implementation stage. Burns asked if we would end the MOA and do a JPE or another MOA all over again for implementation. Cibulka replied that the PC will need to discuss that in the future and decide. Cibulka stated the MOA guides the planning phase so we will need to determine the structure of the implementation phase.

Discussion about open meeting law and virtual meetings. It was stated that PC representative would have to post their locations if they attended meetings virtually. Cibulka mentioned that PC members should work with respective attorney on open meeting law requirements and posting location if they are attending meetings virtually.

Discussion about voting threshold. Binsfeld pointed out that there was no voting threshold for PC stated in MOA. Cibulka responded there was some conversation between attorneys and staff that it wasn't needed. Burns asked if voting threshold would be in by-laws instead of MOA. Cibulka responded that by-laws could be a more appropriate place for voting thresholds, could be either document. Loewen stated that there is a voting threshold in draft by-laws which states super majority and simple majority specifications. Binsfeld asked if by-laws are accepted with the MOA and do by-laws need to get approval by all individual boards as well. Cibulka responded that the by-laws don't need individual board approval, PC can approve by laws for themselves. There was PC support for including voting requirements into by-laws.

Discussion about Page 4 “6. Administration Part C Adoption of Plan.” Cibulka asked Carlson to discuss topic of Clearwater River Watershed District (WD) and Board of Water and Soil Resources (BWSR) about the “adopt and replace” item. Carlson stated they have received a letter from BWSR that they will be taking that to their board and discussing what they will be do regarding participating in planning partnership. Clearwater River WD may opt out of MOA and planning process because of the “adopt and replace” requirement from BWSR.

Burns asked for BWSR to comment on this discussion. Wozney from BWSR stated that the language about adopting and replacing wouldn’t need to be in the MOA. Wozney stated particular the last sentence of Part C under Adoption of Plan. B. Schiefelbein stated that if Clearwater River WD must replace our watershed plan, we’ll back out. If we can’t use this as a supplemental to our watershed plan, we’ll probably back out.

Cibulka asked if it’s appropriate to move forward with this language in the MOA or should there be a modification to the language. Loewen suggestion to strike that last sentence in the “6. Administration Part C Adoption of Plan” section in MOA. Loewen stated “it’s a unique sentence, it’s not from BWSR template so it’s not necessary.”

Johnson mentioned that Benton County has tabled the MOA until it’s clean and the final MOA is ready to sign.

B. Schiefelbein and Burns supported changing the language in the “6. Administration Part C Adoption of Plan” section of MOA.

Motion by Wetter to remove the sentence “Each party will need to indicate in its resolution whether the plan will be supplemental to the party’s water plan or will replace its water plan.” from, “6. Administration Part C Adoption of Plan in MOA.”, second by Tom Gregory. Affirmative: Johnson, Bastian, B. Schiefelbein, Burandt, Binsfeld, Gregory, Wetter, Burns, Danielowski, Saxton. **Motion carried.**

Motion by Jeff Burns for PC to recommend that individual boards approve the MOA with the language change in “6. Administration Part C Adoption of Plan” of MOA, second Mary Wetter. Affirmative: Johnson, Bastian, B. Schiefelbein, Burandt, Binsfeld, Gregory, Wetter, Burns, Danielowski, Saxton. **Motion carried.**

Discussion about Outreach Coordinator Position. Binsfeld asked if Clearwater River WD backs out, would we need to find a new outreach coordinator to take that role. Cibulka responded yes.

End of Draft MOA Discussion.

Consultant Interviews.

- a. Dan reviewed interview process, questions, and the reference checks.
- b. **EOR Interview**

Camilla Correll, P.E. - Senior Partner & Project Manager

Rosie Russell - Co-Project Manager

Presentation Overview:

- Diverse engineering firm with 60 employees. They practice natural solutions to problems, they don’t want to overengineer plan and projects, wants to craft plan that fits social needs of the area.
- They plan to have routine meetings with BWSR and project coordinator to keep communication open.
- Most recent 1w1p completed - Hawk Creek Comprehensive Watershed Management Plan
- Recommended a 3-step phase process to planning
- They plan to have public participation throughout entire planning process
- Project kick off ideas- watershed tour/project tour, public open house, GIS story maps

- They mentioned public participation challenges and solutions to those such as calling locals. Recommended a stakeholder mapping process proposed for our MRSC planning process
- Recommended an activity to engage with public, Water Conversations: prioritize issues with smaller groups
- Mentioned socioeconomic and diversity issues in our watershed
- They recommended HSPF-SAMS for modeling best for our area, which they stated is best for agricultural heavy area
- They will use of graphics to display budget and allocations to certain areas and activities
- Mentioned that team and main contact could change throughout planning phase because of staff workloads. Correll will provide a resume for the alternate team members.

EOR Questions and Answers

Q: Gregory: "What's your most efficient way to get people to attend meetings and get people involved?"

A: Correll: "Calling people and reaching out to them in a personal way, a lot has to do with educating people, most people don't want to waste their time if they're not being heard. We find out who will be involved and who wants to, target people who will have a project that's in this plan."

Q: Wetter: "There's always problem with timeliness, how will you stay in track, and do you foresee any problems? How do you overcome those?"

A: Correll: "We have experience with planning, so we know what to expect if a problem were to arise, but we don't foresee any problems. We overcome problems by communicating with each group and committee."

Q: Wetter: "How do you deal with counties and entities conflicting with each other, fights between entities, power struggles?"

A: Correll "That's something new we'll have to deal with, we've never had power struggles in other plans. We will work through this by establishing those decision-making process, how many meetings are we going to have, what are the rules and process that we'll follow."

Q: Burns: "Would you both be involved in 1w1p planning process?"

A: Correll "yes, myself and Russell, we're here to represent this project."

Q: Burns: "How long has EOR been involved in planning process?"

A: Correll: "We've been representing watershed districts and planning since conception, writing watershed plans for a long time. We're familiar with the new tools and new data for these new modern/extensive watershed plans."

Q: Johnson "How would you explain 1w1p to an elected official that doesn't know what 1w1p is?"

A: Correll: "1w1p is about local resources and values than a WRAPS document that has more technical and numerical data and looking at an impairment. It's looking at what we need to do to clean up all these natural resources that cross jurisdictional boundaries."

Q: Burandt: "What do you expect from the PC so we are successful?"

A: Correll: "We expect that everyone is participating, making decision in a timely manner, helping write down experiences and local capacities, be up front about goals, review plan and helping write sections as we go."

A: Russell: "Make sure the plan is written in a way that is useful to you, it's important for PC and everyone to review plan throughout process."

Q: Binsfeld: "How are you going to work with local communities? Not just committees."

A: Correll: "Unless they are sitting on a committee or brought in by staff/PC, we wouldn't have time to work with them or contact them"

Q: Binsfeld: "How much time are you spending with the advisory committee?"

A: Correll: "It's a large amount of time, having meetings with them and collaborating between the two. We'll meet early on with TAC and then meet with LAC so TAC can help LAC work through processes and exercises."

Q: Burns: "Do you see any unique features in this watershed that might cause unique problems?"

A: Correll: "One thing is your WRAPS is being completed and we may have to incorporate that later in the process. St. Cloud is an interesting unique issue, working with MS4 permits and stormwater management. Being along the river is unique, a lot of recreation, wild rice communities, etc."

A: Russell: "There's more solar developments in this area, challenges with sandy soils. Biggest challenge could be setting those goals because it's so diverse."

Questions for Policy Committee from EOR

Q: Correll: "What challenges does the PC foresee?"

A: Schiefelbein "It's going to be tough to get people to come to meetings and participate. No one's heard of 1w1p and it's hard to get them to care."

Q: Correll: "Would you be open to modifying the team we purposed? Russell's schedule might change because of graduate school."

A: Binsfeld: "Can you forward us their skills and resume?"

A: Whole Policy Committee: "It depends on their qualifications."

Follow up: Correll will send Sommerfeld their resume and staff profile

c. ISG Interview Overview

Julie Blackburn- Project Manager + Content Oversight

Jacob Rischmiller- Main contact/Technical Project Manager

Sarah Boser- Project Coordinator + Facilitation

Presentation Overview: (PDF Available)

- Team has lots of local experience, knows the local community and has worked in the watershed for years
- Has done a total of 12 watershed plans, 7 1w1p plans
- Refined and streamlined planning process in phases
- Mentioned implementation table to work plan process. They pointed out challenges of making the implementation table useful and correlate with work plan in implementation.
- Mentioned that meeting fatigue is a challenge we'll face and being intentional about being productive is a way to solve that.
- Recommended ways to get meeting content before meetings so the focus is on making decisions at meetings.
- Marketing team and graphic designer for plan visuals. Reduce text in plans and simplify technical language.
- Discussed hydro conditioning modeling

- They have numerous innovative engagement tools and interactive online tools such as virtual open houses, jamboards, online surveys, and virtual meeting tools.

ISG Questions and Answers

Q: Gregory: "How will you get people involved in planning process?"

A: Blackburn: "Rely on marketing department, information that captures attention, online survey tools, pop up booths at farmers markets, all different kinds of ways to grab people's attention."

A: Boser: "We would have kick off meetings, virtual open houses is also an option"

Q: B. Schiefelbein: "Who would be the lead person?"

A: Blackburn: "Overall project person in charge, but Rischmiller is day to day contact, Boser would be making sure content is there and facilitation."

Q: B. Schiefelbein: "Will you come in within budget"

A: Blackburn: "Yes. Meetings are the expensive thing, so we try to reduce meetings. But you set the pace and develop content. If we need to add or change things, we are adaptable as well."

Q: Wetter: "How do you deal with counties and entities conflicting with each other, fights between entities, power struggles?"

A: Blackburn: "putting together principles of how we're going to make decisions. Figuring out how decisions are going to be made and stick to that. Once that's figured out, we re-enforce those principles."

A: Boser: "Also, being on top of facilitation and noticing when someone isn't getting their voice heard. Used tools such as fist of five, different activities for engagement."

A: Rischmiller: "If something we're doing at that moment isn't working, we'll actually change it on the fly to try a different strategy."

Q: Burns: "How many 1w1p have you, Sarah and Jacob, been a part of?"

A: Boser: "I was on the LGU side, went through 1w1p planning effort as staff, working on 2 1w1p right now. Been at ISG for 3 months"

A: Rischmiller: "This is my first 1w1p experience planning effort. Have been on multiple watershed comprehensive plans and developed other watershed plans."

Q: Johnson: "How would you explain 1w1p to an elective official?"

A: Blackburn: "1w1p doesn't follow jurisdictional boundaries. It provides the blueprint of how we're going to protect and restore the watershed across the landscape."

Q: Wetter: "Do you see anything right now that could create a bump in the road or challenge for our planning process?"

A: Blackburn pointed out the delayed timeline already. Cibulka responded that the group is looking at renewed timeline and had some conversations about extending grant.

A: Blackburn: "We'll try to condense all information that's out there and accelerating the development of the implementation table to shorten timeline. Hydro-conditioning might slow things down if there's a greater scope. Timing of completion of WRAPS and TMDL's might come into play and timeline."

Blackburn mentioned their internal note taking and internal communications is streamlined and efficient and that will help speed up work their team completes.

Q: Bastian: "How has your process changed from the first 1w1p plans to these newer ones?"

A: Blackburn: "We've framed up content at meetings to where people can just input their comments and inputs and we organize and put that content together. We also have taken lots of the words and put it into the graphics

to simplify plan and condense the content and speed up the process. We assemble data quickly and do a rapid assessment. We know where these plans are going, so we have that end vision, we just need to metrics and goals from you”

d. Discussion After Interviews

- a. **Discussion about budgets.** ISG was over budget. PC recommended making the final budget amount and working with ISG to get to that amount. Carlson mentioned that PC could direct staff to progress on negotiation and bring back different costs and what was cut from proposal. Also, Carlson stated that you could ask the consultants how they would handle conflict in terms of facilitation. Because we probably won't be a technical issue, it'll be a facilitation issue.

Binsfeld- Favored ISG. She liked their experience with the area, how they presented, and Boser has facilitator. Concerned about EOR because they brought up a staff change in interview.

Gregory- Favored ISG

Danielsowski- asked staff opinions on ISG, will chose consultant based on groups majority which is ISG

Burns- Favored EOR, he liked how they'd engage the public, liked the layering of the watersheds in worksheets but could go with any.

Wetter- Favored EOR because she doesn't like that ISG is overbudget

Burandt- Favored ISG, feels they could adjust their budget and have capacity to do more engagement with public.

Johnson- Favored ISG

B. Schiefelbein- Favored ISG, but either one is fine, would go with EOR if staff didn't change throughout planning.

Bastian- Favored ISG. Likes their facilitation plan streamlining meetings and process.

Danielowski- Favored ISG, could go with either, will go with PC majority

Kerry Saxton- Favored ISG

b. Consultant Recommendation

PC is making a recommendation to Benton SWCD to select ISG as the plan writer and facilitator for Mississippi River St. Cloud Watershed planning partnership.

Next Meeting Date/Time.

Cibulka with send out a poll. Next step is to finalize MOA and get it out to individual boards. Benton SWCD to consider consultant at board meeting July 27th, 2022.

Cibulka adjourned the meeting at 2:59 p.m.

Mississippi River St. Cloud 1W1P Policy Committee Meeting Packet

Agenda Item #4: Review and Approve By-Laws



One Watershed One Plan

Policy Committee Bylaws of the
Mississippi River St. Cloud Watershed Collaborative

Benton County, Benton SWCD, Meeker County, Meeker SWCD, Mille Lacs SWCD,
Sherburne County, Sherburne SWCD, Stearns County, Stearns SWCD, Wright
County, Wright SWCD

ADOPTED DATE HERE

These bylaws establish rules governing the conduct of business by the Policy Committee of the Mississippi River St. Cloud Watershed Collaborative.

ARTICLE I: PURPOSE

1. The purpose of the Policy Committee is to decide on the content of the comprehensive watershed management plan, serve as a liaison to their respective boards, and represent their respective boards within the Mississippi River St. Cloud Watershed Collaborative.
2. The Policy Committee operates under a Memorandum of Agreement. The Member local units of government are Benton County, Benton SWCD, Mille Lacs SWCD, Sherburne County, Sherburne SWCD, Meeker County, Meeker SWCD, Stearns County, Stearns SWCD, Wright County, Wright SWCD.

ARTICLE II: MEMBERSHIP PROVISIONS

1. The membership of the Policy Committee shall be comprised of board members who shall represent the governing board of each local unit of government Collaborative member in accordance with the Memorandum of Agreement. Members must be appointed or elected officials. Each local unit of government has one vote in decision making.
2. Members of the Policy Committee shall serve until the expiration of the Memorandum of Agreement to run concurrently with each Policy Committee member's appointment on his/her respective board.
3. In the event that a member of the Policy Committee resigns or is otherwise unable to complete his or her term, the member shall notify his or her appointing authority of the vacancy as soon as practicable. The local unit of government shall appoint a replacement member as soon as possible.
4. Policy Committee alternates shall be designated by each local unit of government Collaborative member in accordance with the Memorandum of Agreement. Alternates must be appointed or elected officials. Alternates shall participate in decision making when the regular Policy Committee member is absent.
5. The Policy Committee will notify the respective local unit of government participant that their representative has missed two (2) consecutive meetings.
6. A Policy Committee member shall not take any action that may materially benefit the financial interest of that member, a member's family member, or a member's close associate, unless and until that member first discloses that interest for the record. The member who so discloses an interest may be present to answer questions related to that interest, but shall not advocate for nor vote on the action. If a Policy Committee member concludes that his or her interest does not create a conflict, but that there may be an appearance of a conflict, he or she shall disclose the interest for the record before participating in discussion or voting on an action.

ARTICLE III: OFFICERS

1. The Officers of the Policy Committee shall consist of a Chairperson, Vice Chairperson, and a Secretary elected by members of the Policy Committee annually at a meeting of the Policy Committee.
 - A) The Chairperson shall:
 - i. Serve as Chairperson for all meetings; and
 - ii. Sign and deliver in the name of the Collaborative any correspondence pertaining to the business of the Collaborative.
 - B) The Vice Chairperson shall:
 - i. Discharge the Chairperson's duties in the event of the absence or disability of the Chairperson.
 - C) The Secretary shall:
 - i. Maintain records of the Collaborative.
 - ii. Certify records and proceedings of the Collaborative.
 - iii. Ensure that minutes of all Policy Committee meetings are recorded and made available in a timely manner to the Policy Committee and maintain a file of all approved minutes including corrections and changes.
 - iv. Provide for proper public notice of all meetings.
 - v. The Secretary may delegate the project fiscal agent and/or project coordinator to complete the duties of the Secretary, except that the Secretary will sign the official minutes of all Policy Committee meetings following approval by the Policy Committee.
2. An Officer will serve until replaced by the election of a successor.
3. No Policy Committee member may hold more than one office at a time.
4. In the event that an Officer cannot complete his or her term of office, the Policy Committee shall immediately elect from among its members an individual to fill the vacant position. The individual to be elected may not already be serving as an officer of the Policy Committee.

ARTICLE IV: MEETINGS

1. All regular meetings of the Policy Committee will be held at a location within the Mississippi River St. Cloud Watershed, or digitally via telephone/video conference.
2. The conduct of all meetings of the Policy Committee may be generally governed by the most recent edition of Robert's Rules of Parliamentary Law.

3. A quorum of the Policy Committee shall consist of a simple majority of the members.
4. Notice of Policy Committee meetings and a proposed agenda shall be emailed, or mailed upon request, to all Policy Committee members and alternates. A good faith effort will be made to distribute these documents not less than 7 days prior to the scheduled meeting date of the Policy Committee.
5. The minutes of any meeting shall be made available to all Policy Committee members prior to the next meeting as part of the distributed meeting packet.

ARTICLE V - VOTING

1. Each Collaborative member to the Memorandum of Agreement has one vote.
2. A motion or resolution shall be approved by a favorable vote of a simple majority of the members present, provided enough members are present to make a quorum.
3. A supermajority vote of 75 percent of those members present shall be required to recommend the plan to the Parties of the Memorandum of Agreement.
4. All votes by Policy Committee members or their respective alternates shall be made either in person or digitally via telephone/video conference, and no member or their alternate may appoint a proxy for any question coming before any meeting for a vote.

ARTICLE VI - COMPENSATION

1. Policy Committee members may not be compensated for meeting time and expenses using funds granted by the state for the purpose of developing the Mississippi River St. Cloud One Watershed, One Plan.

ARTICLE VII - SUBCOMMITTEES OF THE POLICY COMMITTEE AND OTHER COMMITTEES

1. The Policy Committee may appoint subcommittees for the purpose of assisting the Policy Committee in the performance of its duties. Except for a Policy Committee member appointed to a subcommittee, no other member of a subcommittee shall be able to make motions for consideration to the Policy Committee, or vote on matters put before the Policy Committee.
2. The Policy Committee shall appoint an Advisory Committee(s) and other committees and act to approve all committee members. The Advisory Committee(s) will routinely advise the Policy Committee on the content and development of the One Watershed, One Plan, on plan implementation, and on issues of policy and administration related to the plan.
 - A) A member of the Policy Committee or an alternate will be assigned by the Chairperson to meet with the Advisory Committee(s) as an ex-officio member.

- B) The Advisory Committee(s) may form subcommittees to increase Advisory Committee effectiveness or to address specific topics or project areas. Each subcommittee shall report to the Advisory Committee(s).

ARTICLE IX: MISCELLANEOUS

1. Portions of these bylaws may be suspended temporarily by a favorable vote of two-thirds of the members present, provided enough members are present to make a quorum.
2. Addition to, alteration, or repeal of any part of these bylaws by the Policy Committee may be made at any meeting by a favorable vote of two-thirds of the members present, provided enough members are present to make a quorum, and that a thirty (30) days advance written notice of the proposed change has been given to each member of the Policy Committee.
3. All expenses incurred by the Policy Committee or the Advisory Committee must be authorized by the fiscal agent's board. Fiscal agent will provide a grant fiscal report at each Policy Committee meeting when requested, which itemizes approved grant expenditures and remaining funds. Expenses to be reimbursed through the BWSR grant agreement funding must occur within the period of the grant agreement and be submitted within 30 days of the expiration of the grant agreement.
4. These bylaws are intended to be consistent with applicable provisions of Minnesota Statutes Chapters 103B, 103C, and 103D. In all cases of omission or error, Minnesota Statutes Chapters 103B, 103C, and 103D will govern.

ARTICLE X - CERTIFICATION

These By-laws were adopted by a vote of _____ ayes and _____ nays by the members of the Policy Committee on _____, 20__.

(Chair signature & organization) (Date of Signature)

Mississippi River St. Cloud 1W1P Policy Committee Meeting Packet

Agenda Item #6: Project Update

Establish and Maintain Partnership (Nov 2021 – Jun 2024)



Last Task:	Current Task(s):	Next Task:
<i>Submit BWSR Grant Items, Hire Consultant</i>	<i>Formal 60-day Notification, Kickoff Meeting, Aggregate Watershed Information</i>	<i>Selecting Citizen Advisory Committee, Land & Water Resource Narrative</i>

Mississippi River St. Cloud 1W1P Policy Committee Meeting Packet

Agenda Item #7: Citizen Advisory Committee

The MRSC Watershed 1w1p Memorandum of Agreement outlines the selection process for the Citizen Advisory Committee (CAC) on Page 5 of the Agreement.

- **CAC Responsibilities:** advise and assist both the PC and the TAC with its duties, interact with the Technical Advisory Committee on plan development elements, provide recommendations on plan contents, feedback on watershed considerations from each member's unique perspective and a public input mechanism.
- **CAC Meeting Schedule:** Approximately six times throughout the planning project.
- **CAC membership:** May consist of but not limited to; county highway and zoning staff, county water resource advisory committees, community water suppliers, municipalities, local non-profit groups organized around water, tribal nations, tribal communities, or tribal people, lake or river associations, citizen-based environmental groups, sporting organizations, and farm organizations/agricultural groups.
- **Selection of CAC members:** The Boards of the Parties will recommend potential members to the Policy Committee and the Policy Committee will decide on the final membership.

Currently, each party is working on identifying two citizen representatives who will be taken to their board for approval. Staff are aiming to have each party's board approve of their selections in January so that the Policy Committee may have a full list of CAC members to approve at a February meeting.

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Agenda Item #8: Technical Advisory Committee

The MRSC Watershed 1w1p Memorandum of Agreement outlines the selection process for the Technical Advisory Committee (TAC) on Page 5 of the Agreement.

- **TAC Responsibilities:** guide the major elements of the project, working with the consultant and all other committees.
- **TAC Meeting Schedule:** Monthly or as needed.
- **TAC membership:** Representatives from each of the 11 parties, five state agencies, US Fish and Wildlife Service, The Nature Conservancy, and Natural Resource Conservation Service.
- **Selection of TAC members:** Each party will appoint one or more technical representatives to the TAC.

TAC membership:

<i>Benton County</i>	<i>Board of Water and Soil Resources</i>
<i>Benton SWCD</i>	<i>Department of Agriculture</i>
<i>Meeker County</i>	<i>Department of Health</i>
<i>Meeker SWCD</i>	<i>Department of Natural Resources</i>
<i>Mille Lacs SWCD</i>	<i>Pollution Control Agency</i>
<i>Sherburne County</i>	<i>The Nature Conservancy</i>
<i>Sherburne SWCD</i>	<i>Natural Resource Conservation Service</i>
<i>Stearns County</i>	<i>US Fish and Wildlife Service</i>
<i>Wright County</i>	
<i>Wright SWCD</i>	

Staff representing each LGU in the Steering Committee will likely be the same representative sitting on the Technical Advisory Committee. Non LGU member organizations have designated 1 or more individuals to represent their agency.

Mississippi River St. Cloud 1W1P Policy Committee Meeting Packet

Agenda Item #9: Proposed Meeting Schedule

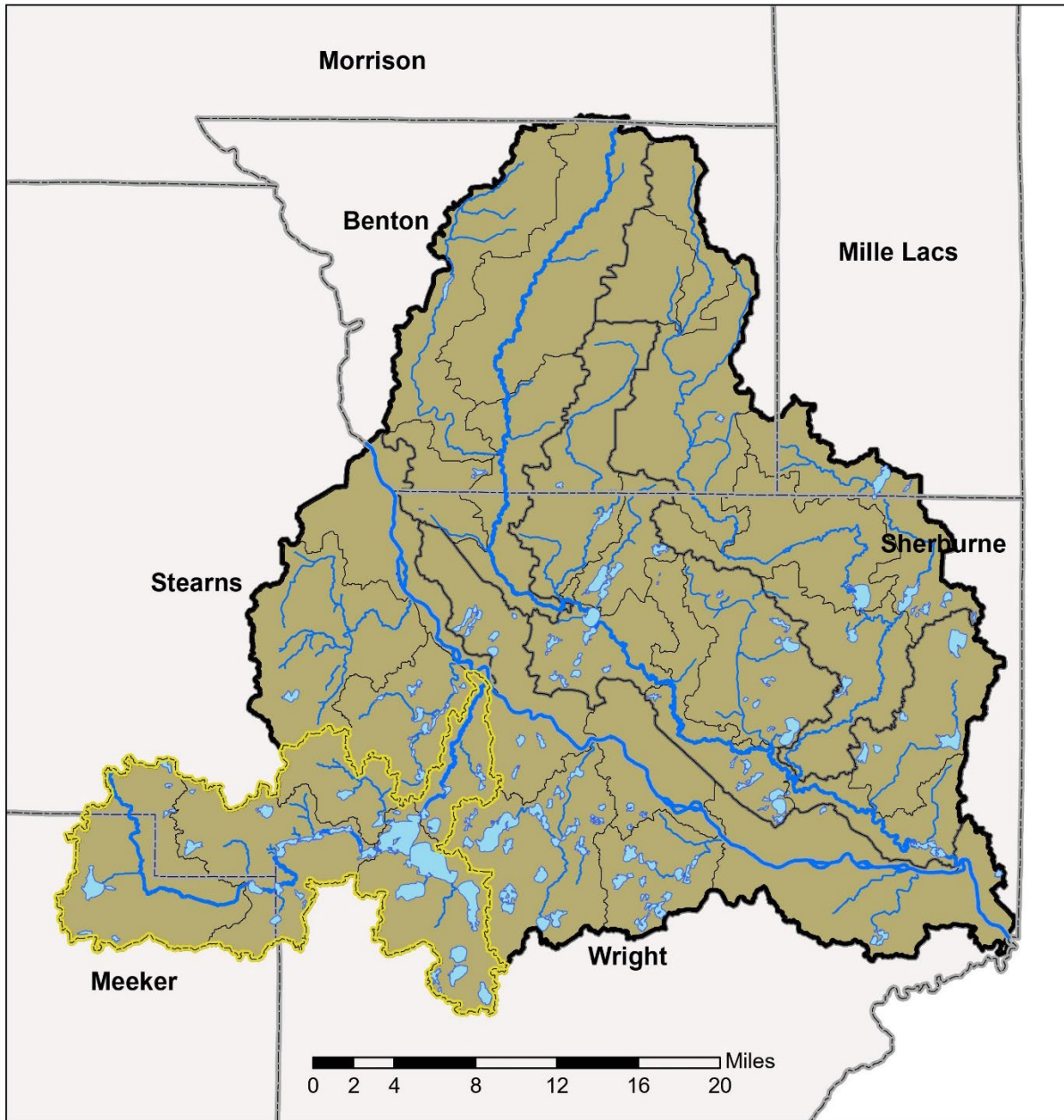
The MRSC Watershed 1w1p project Steering Committee have discussed a proposed meeting schedule for the committee groups:




- **Steering Committee:** Approximately monthly, the first Wednesday of the month at 1pm.
- **Citizen Advisory Committee:** Approximately six times, to be determined.
- **Technical Advisory Committee:** Monthly or as needed, proposed meeting timeframe is mid-month.
- **Policy Committee:** Monthly or as needed, proposed meeting timeframe is late in the month.

Note on Special Meetings: Several other meetings may occur with this project including a project Kickoff Meeting, sub-committee meetings, etc. These meetings will be coordinated with the availability of staff and Policy Committee in mind to maximize attendance and participation.

Mississippi River St. Cloud 1W1P Policy Committee Meeting Packet

Project Boundary



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



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MRSC Watershed 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