



Mississippi River – St. Cloud One Watershed, One Plan

Proceedings of the Mississippi River – St. Cloud 1W1P Policy Committee Meeting held on December 19, 2022. Dan Cibulka called the meeting to order at 10:00a.m.

Date / Time:	December 19, 2022, 10:00AM-12:00PM
Location:	In-Person: Palmer Township Hall – 4180 105th Ave, Clear Lake, MN 55319 Virtual: https://us02web.zoom.us/j/83452514261
Note Taker:	Brittany Lenzmeier, Stearns SWCD
1w1p Website:	https://www.millelacsswcd.org/1w1p/mississippi-river-st-cloud-watershed-plan/
Voting Members Present:	* Benton SWCD – Wade Bastian, 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, Meeker SWCD – Jahn Haffley
Alternate Voting Members Present:	Sherburne County – *Raeanne Danielowski (via Zoom)
Voting Members Absent:	Meeker County – Danny Schiefelbein Benton County – Scott Johnson
Partners and Staff Present:	Policy Committee Alternate Members, Steering Committee Members, Darren Mayers – BWSR, *Brad Wozney – BWSR, Brittany Lenzmeier – Stearns SWCD Staff, Susan Shaw – Mill Lacs SWCD staff, Stephanie Souer – Mill Lacs SWCD staff, * Zach Guttormson – Sherburne County and Planning Zoning, Luke Johnson – Wright SWCD staff, Cole Loewen – Stearns County staff, Alicia O’Hare – Wright SWCD staff, Emily Forbord – Benton SWCD staff, Gerry Maciej – Benton SWCD staff, Sarah Boser – ISG staff, Francine Larson – Sherburne SWCD staff, Dan Cibulka – Sherburne SWCD staff

*Individuals joined viz Zoom virtually.

Welcome and Introductions.

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

Review and Approve Agenda.

- a. Approve Meeting agenda. **Motion by Burandt to approve meeting agenda as presented; second by Clark.**
Affirmative: Bastian, Gregory, Campbell, Burandt, Binsfeld, Clark, Wetter, Burns, Danielowski. Opposed: None.
Motion carried.

Review and approve 07-06-2022 meeting minutes.

- a. Approve meeting minutes. **Motion by Burns to approve meeting minutes as presented; second by Wetter.**
Affirmative: Bastian, Gregory, Campbell, Burandt, Binsfeld, Clark, Wetter, Burns, Danielowski. Opposed: None.
Motion carried.

Review and Approve By-Laws (All). A rough draft of the by-laws was presented for review by the Policy Committee. Burns reported that in Article II: Membership Provisions, Section 2, would deliver better if the word “on” is replaced with the word “by”. Section 2 would read as: “Members of the Policy Committee shall serve until the expiration of the Meeting #4

Memorandum of Agreement to run concurrently with each Policy Committee member's appointment by his/her respective board."

Wetter inquired clarification under Article II: Membership Provisions, Section 5 on who notifies the individual if a representative has missed two (2) consecutive meetings and what are the consequences of those missed meetings. Cibulka reported that the Rum River 1W1P had a clause in their plan. A staff member wrote a letter for the Chair to sign notifying the LGU of the missed meetings. The Policy Committee can decide if the Chair is responsible for notify the respectable individual/LGU. Burns stated the same clause is by-laws of the North Fork 1W1P.

Clark stated that each LGU has an alternative representative that can attend the Policy Committee meetings if the designated representative cannot make it to a meeting. Danielowski reported that if the LGU representative does miss more than two (2) consecutive meetings, it should be recognized.

Gregory reported that if the representative and the alternate have missed two (2) consecutive meetings, then those representatives should be changed. Clark reported that it is up to the LGU that is missing and should decide on who should be their representative at the meetings. Binsfeld reported that each LGU representative will have the opportunity to vote on the by-laws, which serves as recognition that each LGU representative will be present for meetings.

Cibulka reported that the Rum River verbiage stated, "The Board may request a participating party to consider replacing their representative if that party representative missed two (2) consecutive meetings." Campbell agreed with considering adding in the additional verbiage.

By unanimous consent, the verbiage in Article II: Membership Provisions, Section 5 will read as: The Chair of the Policy Committee will notify the respective local unit of government that their organization has not been represented at two consecutive meetings. As part of this notification, the Policy Committee may request the respective LGU to consider replacing their representative(s).

O'Hare reported in Article V – Voting, Section 3, the word "plan" should be more defined. Loewen reported that verbiage would be added in Article I – Clause 1 and include 'here after, the Plan (with capitalization), would be referred to throughout the by-laws.

Burns asked for clarification in Article V – Voting, Section 3 on voting the 1W1P. Burns asked for clarification on Article V – Voting, Section 4 on voting digitally via telephone/video conference. Burns reported that in Article V – Voting, Section 4, the paragraph would deliver better if the word "and" was removed and a period was added after "video conference." The new paragraph would read as: "All votes by Policy Committee members or their respective alternates shall be made either in person or digitally via telephone/video conference. No member or their alternate may appoint a proxy for any question coming before any meeting for a vote.

Danielowski reported that she inquired for additional information from the County for virtual meeting options; no response has been received yet. Cibulka reported that the discussion was had among the LGU attorneys on virtual options, and there were differing perspectives. If a member of the LGU were to attend virtually, that respectable LGU would need to post that location/where the meeting was taking place. Clark inquired on where those locations would be posted. Cibulka reported the website (hosted by Mille Lacs SWCD), or Sherburne SWCD would include the necessary details. Maciej reported to invite MCIT to a Policy Committee and/or send an email to discuss the Open Meeting Law. Lowen reported that the MOA states "The Policy Committee shall comply with MN Open Law Meeting."

Meeting #4

Burandt inquired if the documents were reviewed by the legal counsel. Cibulka reported the by-laws were approved by the LGU attorney group. Burandt reported that since the documents have been reviewed by the attorneys and approved, the Policy Committee should keep that in mind when reviewing the document. The proposed language under Article IV: Meeting – Section 6, “Participation of the Policy Committee members will MN Open Meeting Law”

Wetter reported to include Chapter 13D.01 to Article IX: Miscellaneous – Section 4, 13D.01 (Minnesota Open Meeting Law) to encompass the entire document and be consistent with the MN Open Meeting Law.

Binsfeld asked for additional details on the Citizen Advisory Committee. Clark reported that the Policy Committee should refer to the MOA for clarification on the committees.

Burns suggested changes to Article VII – Subcommittees of the Policy Committee and other Committees. Burns recommended eliminating Section 2, moving Section A. as Number 2 and section B as Number 3. Binsfeld reported that the word “and” should be added to and/or to Article VII – Subcommittees of the Policy Committee and other Committees. The new paragraph would read as: “A member of the Policy Committee and/or an alternate will be assigned by the Chairperson to meet with the Advisory Committee(s) as an ex-officio member.

A final copy of the By-Laws will be provided at the subsequent meeting. **Motion by Binsfeld to approve the By-Laws as amended as discussed; second by Clark.** Affirmative: Bastian, Gregory, Campbell, Burandt, Binsfeld, Clark, Wetter, Burns, Danielowski. Opposed: None. **Motion carried.**

Elect Officer Positions (All). Clark reported that three counties are not currently being represented at the meeting and recommends waiting until the subsequent meeting to elect officer positions. **Motion by Burandt to approve tabling the election of officers to the subsequent Policy Committee; second by Campbell.** Affirmative: Bastian, Gregory, Campbell, Burandt, Binsfeld, Clark, Wetter, Burns, Danielowski. Opposed: None. **Motion carried.**

Project Update (Cibulka). Cibulka reported that the agreement was signed with BWSR along with a contract with ISG in November. A 60-day normal formal information to tribes and state agencies as part of the notification process. Staff are working on a notification letter to cities, townships, and other stakeholder groups – lake associations, sporting, Corn Growers Association, Irrigation Association, etc. to invite them to participate in the plan. The kick-off meeting (public meeting open to the public) is being planned for late January. Maciej reported that things with the plan are moving along nicely, and staff can start to bill their time to the Benton SWCD either monthly or quarterly.

Citizen Advisory Committee (Cibulka).

- a. **Review and discuss CAC membership.** Cibulka reported that the CAC is one of the tasks that staff are working through. The verbiage was provided for the PC to review. Currently, each party is working on identifying two citizen representatives (who represent the diverse area of the watershed) who will be taken to their board for approval. Staff are aiming to have each party’s board approve of their selection in January so that the Policy Committee may have a full list of CAC members to approve at a February meeting.

Technical Advisory Committee (Cibulka).

- a. **Review and Discuss TAC membership.** Cibulka reported that the Technical Advisory Committee will likely be the same representative sitting on the Technical Advisory Committee. The verbiage was provided from the MOA. These are technical representatives from each staff from each LGU who are working with the citizen advisory committee and groups. A TAC membership list was provided in the meeting packet. Non LGU member organizations have designated one or more individuals to present their agency.

Meeting #4

Proposed Meeting Schedule (Cibulka).

- a. Committee Meetings.** The Steering Committee will be meeting monthly, the first Wednesday of the month at 1pm. The Citizen Advisory Committee will be meeting six times; times and dates are to be determined. The Technical Advisory will be meeting monthly or as needed, the proposed meeting time frame is mid-month. The Policy Committee is set to meet monthly, or as needed, the proposed meeting time frame is late in the month.

- b. Special Meetings.** Several other meetings may occur within this project including a project Kickoff meeting, subcommittee meetings, etc. These meetings will be coordinated with the availability of staff and Policy Committee to maximize attendance and participation.

Determine Standing PC Meeting Date Options (Cibulka).

- a. Meeting Dates.**
 - a. Cibulka reported that dates and times should be selected for corresponding meetings. The second Wednesday of the month from 11AM-1PM was selected.

Cibulka adjourned the meeting at 12:02 p.m.

Meeting minutes respectfully submitted by Brittany Lenzmeier, Stearns SWCD on behalf of Jeff Burns, MRSC Policy Committee Secretary.