



Comprehensive Watershed Management Plan

Policy Committee Meeting Packet

| | |
|------------------------------------|--|
| Date / Time: | September 7, 2023 11:00pm – 1:00pm |
| Location: | In-Person: Sherburne History Center – 10775 27 th Ave SE, Becker MN 55308 Remote option available, use MS Teams Calendar Invite link |
| Officers: | Chair: Tarryl Clark, Vice Chair: Shelly Binsfeld, Secretary: Jeff Burns |
| Note Taker: | Stephanie Hatzenbihler |
| 1w1p Website: | https://www.millelacsswcd.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 – Andrew Hulse, Sherburne SWCD – Shelly Binsfeld, Stearns County – Tarryl Clark, Stearns SWCD – Tom Gregory, Wright County – Tina Diedrick, 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 Jacob Rischmiller, Paul Marston, Sarah Boser, Julie Blackburn - ISG |

Meeting Preparatory Work

- Review board packet content

Meeting Objectives

- Approve draft Issue Framework
- Share discussions held regarding Implementation Agreement options



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| Meeting Agenda | | | | |
|----------------|------|-------|--|------------------------------|
| Item | Page | Time | Topic | Task |
| 1 | | 11:00 | Welcome and Introductions (Chair) | INFO |
| 2 | 2 | | Review and approve agenda (Chair) | ACTION |
| 3 | 3-6 | | Review and approve 07-06-2023 meeting minutes (Chair) | ACTION |
| 4 | 7-9 | 11:10 | Project Update <ul style="list-style-type: none"> • Timeline and Activities (Cibulka) • Financial Report (Cibulka) • CAC Meeting Report (Cibulka & Hatzenbihler) • TAC Liaison Report (TAC Liaisons) | INFO INFO INFO INFO |
| 5 | 10 | 11:30 | DRAFT Issue Framework Approval (Cibulka) | ACTION |
| 6 | 11 | 12:00 | Implementation Agreement Discussions (Cibulka) | INFO / DISCUSS |
| 10 | | 12:20 | Adjourn | ACTION |

Supplemental Items

- [Watershed Highlight \(page 12\)](#) – A featured program, project, or activity from project partners.
- [Project Boundary \(page 13\)](#) – Project boundary map which may be a useful reference.
- [Policy Committee Meeting Norms and Guidelines \(page 14\)](#) – Best practices for MRSC 1w1p meetings.



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Agenda Item #3: July 6, 2023 Minutes



**MISSISSIPPI RIVER
ST. CLOUD
WATERSHED**

Comprehensive Watershed Management Plan

Policy Committee Meeting Minutes

Proceedings of the Mississippi River – St. Cloud 1W1P Policy Committee Meeting held on July 6, 2023. Chair, Tarryl Clark called the meeting to order at 11:03am.

| | |
|--|--|
| Date / Time: | July 6, 2023 11:00am - 1:00pm |
| Location: | <i>In-Person: Sherburne History Center, 10775 27th Ave SE, Becker, MN 55308 Remote option available, use MS Teams Calendar Invite link</i> |
| Note Taker: | Stephanie Hatzenbihler, Stearns SWCD |
| 1w1p Website: | https://www.millelacsswcd.org/1w1p/mississippi-river-st-cloud-watershed-plan/ |
| Voting Members Present: | Benton County – Scott Johnson, Stearns County – Tarryl Clark, Stearns SWCD – Tom Gregory, Wright County – Tina Diedrick, Wright SWCD – Jeff Burns, Benton SWCD – Wade Bastian, Mille Lacs SWCD – Dan Campbell |
| Alternate Voting Members Present: | Sherburne SWCD - Jason Selvog |
| Alternative Non-voting members present: | * Sherburne County - Raeanne Danielowski |
| Voting Members Absent: | Meeker SWCD – Bob Schiefelbein Meeker County – Danny Schiefelbein Sherburne County – Andrew Hulse |
| Partners and Staff Present: | Darren Mayers – BWSR staff, Brad Wozney - BWSR staff, Stephanie Hatzenbihler – Stearns SWCD staff, Gerry Maciej – Benton SWCD staff, Dan Cibulka – Sherburne SWCD staff, Kyle Blazek– Stearns County staff, Becky Schlorf - Stearns County staff, Jacob Rischmiller- ISG, *Francine Larson – Sherburne SWCD staff, *Miranda Wagner - Sherburne SWCD staff, *Alicia O’Hare – Wright SWCD staff, *Susan Shaw - Mille Lacs SWCD staff |

*Individuals joined via Zoom virtually.

Welcome and Introductions.

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

Review and Approve Agenda.

1. Approve Meeting agenda. **Motion by Johnson to approve meeting agenda as presented; second by Gregory.** Affirmative: Johnson, Clark, Burns, Campbell, Bastian, Gregory, Diedrick, Selvog. Opposed: None. **Motion carried.**

Review and approve 05-04-2023 meeting minutes.

1. Approve meeting minutes. **Motion by Gregory to approve meeting minutes as presented; second by Diedrick.** Affirmative: Johnson, Clark, Burns, Campbell, Bastian, Gregory, Diedrick, Selvog. Opposed: None. **Motion carried.**

Project Update (Cibulka)

1. **Timeline & Activities (Cibulka)** Cibulka presented overview and status in timeline map, planning partnership is currently on “Establishing measurable goals” and should be drafted by July 18. The Steering Committee formed some temporary subcommittees to complete research and work through details in preparation for Technical Advisory Committee meetings. The next Citizen Advisory Committee (CAC) CAC meeting is scheduled for August 7.
2. **Financial Report (Cibulka)** Cibulka presented the financial report. Expenses include meeting expenses, LGU partners submitting time for expenses, plan writing expenses.
3. **TAC Liaison Report (Clark)** Clark reported that the TAC worked in small groups through a measurable goals discussion and is continuing work on a few issue statements. Clark complimented how well the work is moving forward.

Vision Statement (Cibulka)

1. Cibulka provided a review of the vision statement selection process and shared the top 3 options. Gregory prefers option 3, Burns agreed. Diedrick prefers option 1, Bastian agreed, Sherburne SWCD member agreed, Reanne prefers option 1 as well. Clark prefers option 2 or 3. Gregory, Burns, Clark feels that option 1 is too short and vague. Campbell recommends a combination of option 1 and 3.
 - a. Collaborating to conserve, improve, and achieve measurable progress towards natural resource goals in our shared watershed.
 - b. Approve vision statement. **Motion by Burns to approve the above vision statement that combines elements of option 1 and 3 as written above in “Vision Statement 1.a.”; second by Gregory.** Affirmative: Johnson, Clark, Burns, Campbell, Bastian, Gregory, Diedrick, Selvog. Opposed: None. **Motion carried.**

Watershed Boundary Adjustment (Cibulka)

1. **Motion by Diedrick to approve the watershed boundary adjustment as requested by BWSR and presented by Cibulka; second by Campbell.** Affirmative: Johnson, Clark, Burns, Campbell, Bastian, Gregory, Diedrick, Selvog. Opposed: None. **Motion carried.**

Draft Issue Statements (Cibulka)

1. The Technical Advisory Committee and Steering Committee are still working on the draft of the Landscape Resiliency-Soil Health issue statement and will bring it to the next Policy Committee Meeting.

Priority Resources (Cibulka).

1. Cibulka presented the process, criteria, and selection of priority resources completed by the

Steering Committee and Technical Advisory Committee.

- a. Danielowski posed a question about small lakes that aren't a high priority but that have downstream impacts, staff recommended identifying those as data gaps.
- b. Diedrick posed a question about the frequency of review of the lists of priority waterbodies, staff recommended utilizing the mid-plan review and assessment process to update the list of priority waterbodies.
- c. Discussions on professional judgment impacts to the lists
- d. Clark requested an updated map of the priority resources for the next Policy Committee meeting that includes both lakes and streams.
- e. Johnson requested that the priority resources table include the county and if multiple counties that it lists all the counties.
- f. **Motion by Burns to approve the priority resources list as presented; Second by Gregory.** Affirmative: Johnson, Clark, Burns, Campbell, Bastian, Gregory, Diedrick, Selvog. Opposed: None. **Motion carried.**

Implementation Agreement Briefing, Q&A (BWSR, Cibulka).

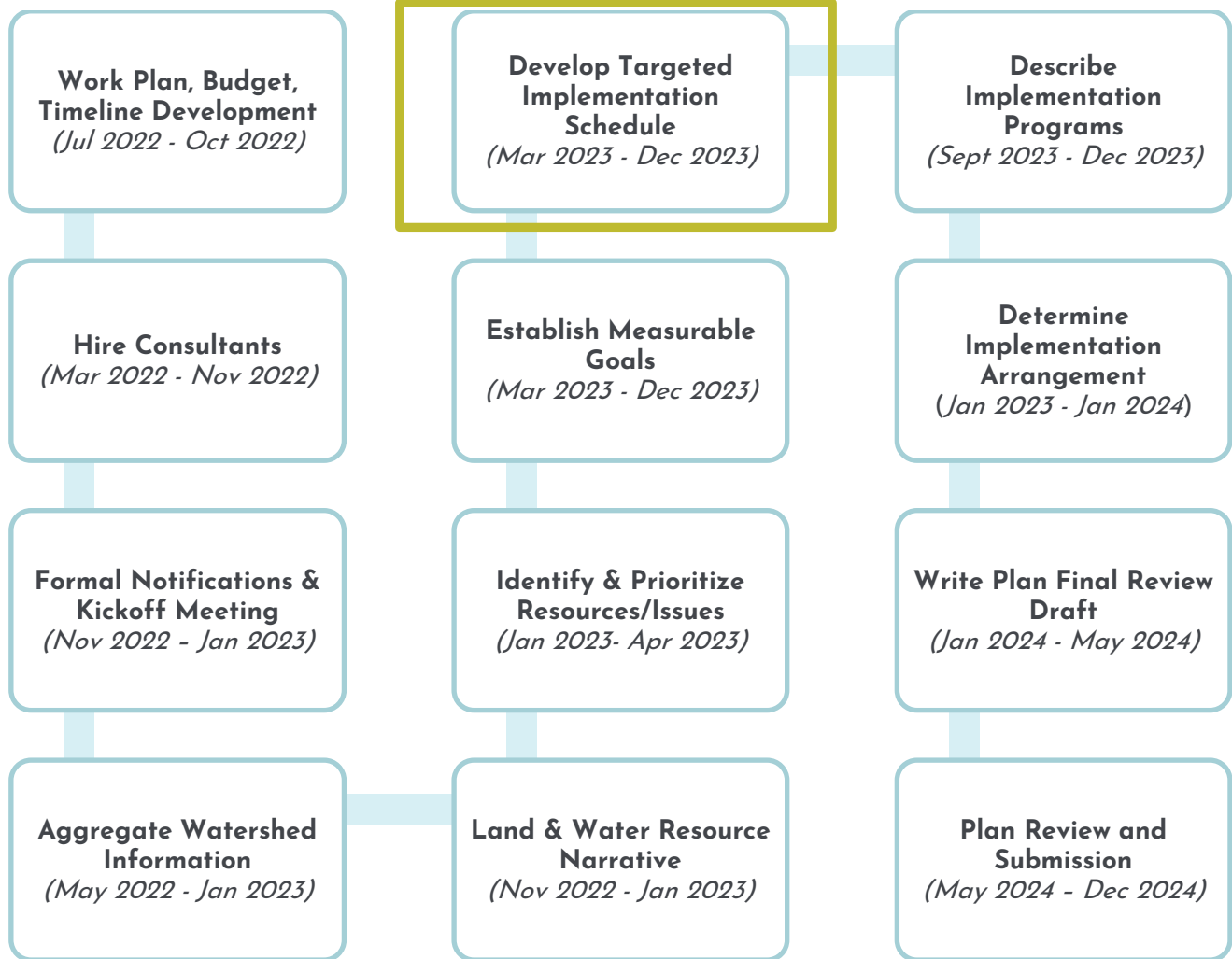
1. Mayers and Wozney from BWSR presented on Implementation Agreement options: Joint Powers Collaboration (JPC) vs Joint Powers Entity (JPE).
 - a. Timeline has a decision made on this by December 2023
 - b. Policy Committee members are tasked with bringing this topic to their individual boards and attorneys to decide their entity's preference for JPE or JPC in July and August.
 - c. Anticipated next Policy Committee meetings are in September, then December; however, there may be a need for an October or November meeting to decide and work on the agreements for JPE or JPC.

Clark adjourned the meeting at 12:35 p.m.

Respectfully submitted by Stephanie Hatzenbihler, Stearns County SWCD, Water Plan Coordinator on behalf of Jeff Burns, Wright SWCD, Board Supervisor.

Agenda Item #4: Project Update - Timeline and Activities

Establish and Maintain Partnership (Nov 2021 - Dec 2024)



| Completed Tasks: | Current Tasks: | Next Tasks: |
|---|---|----------------------------|
| 1. Resource / Issue Prioritization Issue Statements 2. Measurable Goals | 1. Targeting and Strategies 2. Implementation Schedule | 1. Implementation Programs |



Comprehensive Watershed Management Plan

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Agenda Item #4 (continued): Project Update - Financial Report

Mississippi River St. Cloud One Watershed, One Plan Partnership GRANT BUDGET and TRACKING

This document is an attachment to the 1W1P grant work plan and will be put into eLINK.

| | | LEAD | | ESTIMATED COST | | | | | | |
|---|------------|--------------------------|--------------------|-----------------|-------------------|--------------|---------------|---------------------|---------------------------------------|--|
| Plan Development Costs | | Consultants | Partnership | Total | Jul-23 | Total Avail | | | Total Expenses Nov 2022 - Dec 2023 | |
| Pre-Planning | | | | | | | | | | |
| Aggregate watershed information | | Plan Writer | \$ 7,360.00 | | \$ 7,360 | \$ - | \$ - | \$ 7,360.00 | | |
| Planning | | | | | | | | | | |
| Write the land and water resources narrative | | Plan Writer | \$ 6,400.00 | | \$ 6,400 | \$ - | \$ - | \$ 6,400.00 | | |
| Identify and prioritize resources and issues | | Facilitator, Plan Writer | \$ 17,360.00 | | \$ 17,360 | \$ - | \$ - | \$ 17,360.00 | | |
| Establish measurable goals | | Facilitator, Plan Writer | \$ 14,240.00 | | \$ 14,240 | \$ 8,793.75 | \$ 5,091.25 | \$ 9,148.75 | | |
| Develop a targeted implementaiton schedule | | Facilitator, Plan Writer | \$ 30,520.00 | | \$ 30,520 | \$ 560.00 | \$ 29,960.00 | \$ 560.00 | | |
| Describe implementation programs | | Facilitator, Plan Writer | \$ 6,840.00 | | \$ 6,840 | \$ - | \$ 6,840.00 | \$ - | | |
| Determine plan administration and coordination | | Policy Committee | \$ 1,600.00 | \$ 3,280.00 | \$ 4,880 | \$ - | \$ 4,880.00 | \$ - | | |
| Write draft plan for review | | Plan Writer | \$ 21,080.00 | | \$ 21,080 | \$ - | \$ 19,820.00 | \$ 1,260.00 | | |
| Reoccurring Meetings: Policy Committee | | Plan Writer | \$ 6,320.00 | | \$ 6,320 | \$ 825.00 | \$ 4,222.50 | \$ 2,097.50 | | |
| Reoccurring Meetings: Local Advisory Committee | | Plan Writer | \$ 1,440.00 | | \$ 1,440 | \$ - | \$ 1,440.00 | \$ - | | |
| Reoccurring Meetings: Technical Advisory Committee | | Plan Writer | \$ 12,720.00 | | \$ 12,720 | \$ 510.00 | \$ 1,764.37 | \$ 10,955.63 | | |
| Reoccurring Meetings: Streering Committee | | Plan Writer | \$ 11,100.00 | | \$ 11,100 | \$ 1,526.25 | \$ 4,326.25 | \$ 6,773.75 | | |
| Plan Review and Submission | | | | | | | | | | |
| Conduct formal review | | | \$ 14,800.00 | | \$ 14,800 | \$ - | \$ 14,800.00 | \$ - | | |
| Write final plan and submit to BWSR | | | \$ 5,320.00 | | \$ 5,320 | \$ - | \$ 5,320.00 | \$ - | | |
| Other Costs | | | | | | | | | | |
| Additional Services: Engage in LAC/CAC | | | \$ 3,500.00 | | \$ 3,500 | \$ 536.25 | \$ 2,147.50 | \$ 1,352.50 | | |
| Additional Services: Public Meetings | | | \$ 8,000.00 | | \$ 8,000 | \$ - | \$ 971.25 | \$ 7,028.75 | | |
| Expenses: Reimbursables | | | \$ 5,570.00 | | \$ 5,570 | \$ 112.01 | \$ 5,457.99 | \$ 112.01 | | |
| SUBTOTAL: Plan Development | | | \$ 174,170 | \$ 3,280 | \$ 177,450 | | | | | |
| Administration Costs | | LGU Lead | Hourly Rate | Hours | Total | | | | | |
| Fiscal Coordination | Benton CD | | | | \$ 4,160 | \$ 340.05 | \$ 3,558.11 | \$ 601.89 | | |
| Grant Reporting (Elink) | Sherb CD | | | | \$ 560 | \$ - | \$ 560.00 | \$ - | | |
| Grant Reporting (Elink) | Benton CD | | | | \$ 1,040 | \$ 94.65 | \$ 560.85 | \$ 479.15 | | |
| Note Taking | Stearns CD | | | | \$ 4,400 | \$ - | \$ 4,400.00 | \$ - | | |
| Policy /Advisory Committee Coordination | Sherb CD | | | | \$ 14,700 | \$ 3,209.20 | \$ 7,601.14 | \$ 7,098.86 | | |
| Outreach Assistance | Stearns CD | | | | \$ 2,200 | \$ - | \$ 2,200.00 | \$ - | | |
| Website Development & Maintenance | M L SWCD | | | | \$ 5,890 | \$ - | \$ 5,678.01 | \$ 211.99 | | |
| Meeting Expenses (facility, materials, food) | | | | | \$ 2,500 | \$ - | \$ 2,166.06 | \$ 333.94 | | |
| Publication Expenses (notices, invitations) | | | | | \$ 1,000 | \$ - | \$ 1,000.00 | \$ - | | |
| SUBTOTAL: Administration | | | | | \$ 36,450 | | \$ 36,450.00 | \$ - | | |
| CONTINGENCY (add 10% to final amount) | | | | | \$ 21,390 | | \$ 21,390.00 | \$ - | | |
| TOTAL | | | | | \$ 235,290 | \$ 16,507.16 | \$ 156,155.28 | \$ 79,134.72 | | |
| Actual Grant Amount Received "DATE" (50% Grant Total) | | | | | | | \$ - | \$ - | | |
| ISG's 10% Reduction-withheld-not yet paid but included in Grant Total amount | | | | | | | \$ - | \$ - | | |



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Agenda Item #5: DRAFT Issue Framework Approval

The Citizen Advisory Committee (CAC) and Technical Advisory Committee (TAC) have now fully reviewed and discussed the Issue Framework for the planning process. “Issue Framework” includes Issue Statements, Desired Future Conditions, Measurable Goals, Targeting Criteria, and Implementation Strategies. The ISG memo included with this board packet describes the Issue Framework in more detail.

There are outstanding discussions required to finalize the Targeting Criteria and Implementation Strategies at this time, but the work completed to date is included within the ISG memo to keep the Policy Committee updated on progress.

ACTION: Staff are requesting the Policy Committee to approve the Issue Statements, Desired Future Conditions, and Measurable Goals section of the draft Issues Framework.



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Agenda Item #6: Implementation Agreement Discussions Update

Attorneys representing the Counties and SWCDs involved with this project have met twice during the month of August 2023. It was reported that productive discussions were held on the type of implementation agreement that would best suit the partnership (Joint Powers Entity vs Joint Powers Collaborative). Additional elements of material to be included in an agreement were discussed.

A brief update will be shared at the Policy Committee meeting and discussion amongst Policy Committee members on the matter is encouraged.

Watershed Highlight - Submitted by Sherburne SWCD

Lawns to Legumes Program

Program Summary

Your Yard can BEE the Change

Legislation was passed in 2019 to provide funding for residential pollinator habitat. The funding was made possible by the Environmental and Natural Resources Trust Fund and was targeted in priority areas throughout the state that benefit the endangered Rusty Patched Bumblebee. This program was the first of it's kind in the state and allowed for flexibility in the types of projects residents could choose from to best fit their landscaping goals.

The Sherburne SWCD successfully received a grant through this program in 2020 to be used in priority areas throughout the County. Over 100 landowners reached out to the SWCD with interest. The grant was able to provide funding for 31 projects working with 22 landowners.

Example Projects



Pollinator Meadow



Pocket Planting

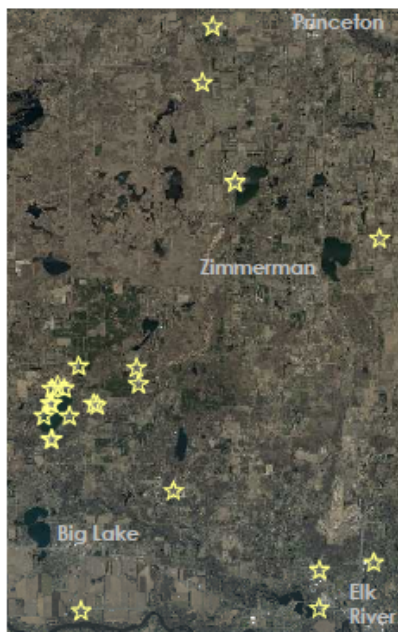


Pollinator Lawn

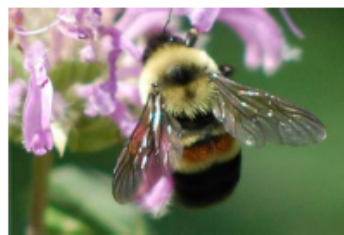


Beneficial Trees and Shrubs

Completed Projects



| Practice Type | Qty |
|-----------------------------|-----|
| Pollinator Meadow | 17 |
| Pocket Planting | 6 |
| Pollinator Lawn | 2 |
| Beneficial Trees and Shrubs | 6 |



Rusty Patched Bumblebee

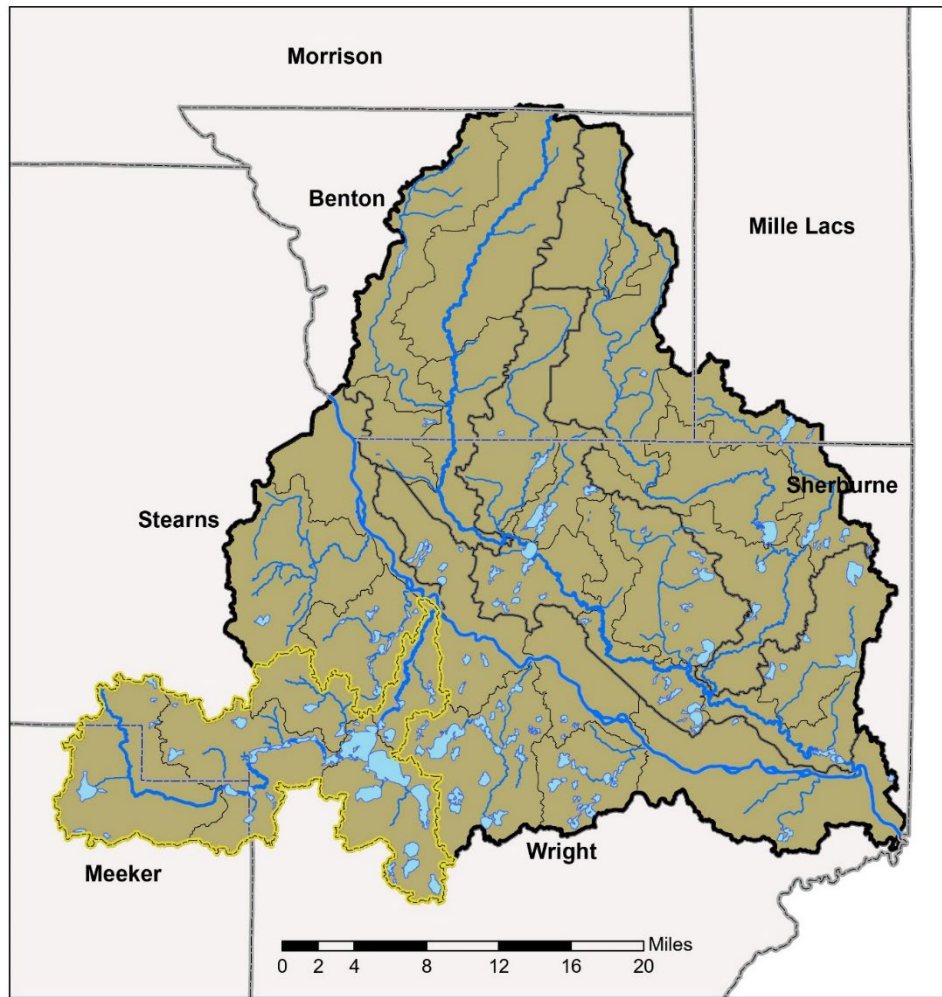




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Project Boundary



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