



Comprehensive Watershed Management Plan

Policy Committee Meeting Packet

Date / Time:	April 4, 2024 11:00pm – 1:00pm
Location:	In-Person: Palmer Township Hall – 4180 105 th Ave Clear Lake, MN 55319 Remote option available, use MS Teams Calendar invitation link
Officers:	Chair: Tarryl Clark, Vice Chair: Shelly Binsfeld, Secretary: Tina Diedrick
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, Zach Guttormson – BWSR, Brad Wozney – BWSR, Keenan Hayes – Mille Lacs County Staff, Mitch Gindele – Mille Lacs County Staff, Amy Kowalzek – Morrison County Staff, Shannon Wettstein – Morrison SWCD Staff, Lance Chisolm – Morrison SWCD Staff, Rebecca Carlson, Clearwater River Watershed District Jacob Rischmiller, Paul Marston, Sarah Boser, Julie Blackburn - ISG

Meeting Preparatory Work

- Review board packet content and ISG Memo

Meeting Objectives

- Receive updates on project activities and watershed boundary discussions.
- Determine a name for the Joint Powers Entity
- Receive updates and approve moving forward with draft content for Supporting Programs, Implementation Tables, and Multiple Benefit Analysis.



Comprehensive Watershed Management Plan

Policy Committee Meeting Packet

Meeting Agenda				
Item	Page	Time	Topic	Task
1		11:00	Welcome and Introductions (Cibulka)	INFO
2	2	11:05	Review and approve agenda (Cibulka)	ACTION
3	3-6	11:10	Review and approve 01-04-2023 meeting minutes (Chair)	ACTION
4	7-10	11:15	Project Update <ul style="list-style-type: none"> • Timeline and Activities (Cibulka) • Financial Report (Cibulka) • TAC Liaison Report (No TAC Liaisons for past meetings) 	INFO
5	11-13	11:30	Watershed Boundary (Hatzenbihler & Cibulka)	INFO / DISCUSS
6	14	11:45	JPE Name (Cibulka)	ACTION
7	15	12:00	Plan Content Update and Approval (Boser / Cibulka) <ul style="list-style-type: none"> • Multiple Benefit Analysis • Measurable Goals Framework • Implementation Tables 	ACTION
8		12:30	Adjourn	ACTION

Supplemental Items

- [Watershed Highlight \(page 16\)](#) – A featured program, project, or activity from project partners.
- [Project Planning Boundary \(page 17\)](#) – Project boundary map which may be a useful reference.
- [Policy Committee Meeting Norms and Guidelines \(page 19\)](#) – Best practices for MRSC 1w1p meetings.



MISSISSIPPI RIVER
ST. CLOUD
WATERSHED

Comprehensive Watershed Management Plan

Policy Committee Meeting Packet

Agenda Item #3: January 4, 2024 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 January 4, 2024. Chair, Tarryl Clark called the meeting to order at 11:03am.

Date / Time:	January 4, 2024 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*, Benton SWCD – Wade Bastian, Meeker County – Danny 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,
Alternate Voting Members Present:	Meeker SWCD - John Haffley
Alternative Non-voting members present:	Sherburne County - Raeanne Danielowski
Voting Members Absent:	Meeker SWCD – Bob Schiefelbein
Partners and Staff Present:	Stephanie Hatzenbihler – Stearns SWCD staff, Gerry Maciej – Benton SWCD staff, Dan Cibulka – Sherburne SWCD staff, Kyle Blazek– Stearns County staff, Alicia O’Hare – Wright SWCD staff, Becky Schlorf - Stearns County staff, *Sarah Boser- ISG, *Francine Larson – Sherburne SWCD staff, *Dennis Fuchs - Stearns SWCD Staff, *Zach Guttormson - BWSR staff, *Marc Schneider - Sherburne County Staff, *Brad Wozney - BWSR staff

*Individuals joined via Zoom virtually.

Welcome and Introductions.

1. **Name, LGU.** Attendance was taken by Hatzenbihler.

Review and Approve Agenda.

1. Approve Meeting agenda. **Motion by Gregory to approve meeting agenda with the addition of BWSR presented; second by Campbell. By roll call vote,** Affirmative: Johnson, Bastian, Schiefelbein, Campbell, Hulse, Binsfeld, Clark, Gregory, Diedrick, Haffley. Opposed: None. **Motion carried.**

Election of Officers

1. Chair - Cibulka invited nominations for Chair. **Motion by Gregory to nominate Tarryl Clark for Chair, Clark accepted the nomination; Campbell seconded the nomination. No other nominations.** By roll call vote, Affirmative: Johnson, Bastian, Schiefelbein, Campbell, Hulse, Binsfeld, Clark, Gregory, Diedrick, Haffley. Opposed: None. **Motion carried.**
2. Vice Chair - Clark invited nominations for Vice Chair. **Motion by Gregory to nominate Shelly Binsfeld for Vice Chair, Binsfeld accepted the nomination; Bastian seconded the nomination. No other nominations.** By roll call vote, Affirmative: Johnson, Bastian, Schiefelbein, Campbell, Hulse, Binsfeld, Clark, Gregory, Diedrick, Haffley. Opposed: None. **Motion carried.**
3. Secretary - Clark invited nominations for Secretary. **Motion by Bastian to nominate Tina Diedrick for Secretary, Diedrick accepted the nomination; Gregory seconded the nomination. No other nominations.** By roll call vote, Affirmative: Johnson, Bastian, Schiefelbein, Campbell, Hulse, Binsfeld, Clark, Gregory, Diedrick, Haffley. Opposed: None. **Motion carried.**

Review and approve 12-07-2023 meeting minutes.

1. Approve meeting minutes. **Motion by Gregory to approve meeting minutes as presented; second by Schiefelbein.** By roll call vote, Affirmative: Johnson, Bastian, Schiefelbein, Campbell, Hulse, Binsfeld, Clark, Gregory, Diedrick, Haffley. Opposed: None. **Motion carried.**

Project Update (Cibulka)

1. **Timeline & Activities (Cibulka)** Cibulka presented on the current step in the planning process and shared that we are on schedule to meet our timeline goals for plan reviews near the end of the planning. Cibulka reviewed the 2024 detailed project schedule.
 - a. Policy Committee Date Change needed for July 4 meeting
 - b. Reschedule for Monday, July 8 11am - 1pm. **Motion by Binsfeld to set the July 2024 meeting on July 8 at 11am - 1pm; second by Gregory.** By roll call vote, Affirmative: Johnson, Bastian, Schiefelbein, Campbell, Hulse, Binsfeld, Clark, Gregory, Diedrick, Haffley. Opposed: None. **Motion carried.**
2. **Financial Report (Cibulka)** Cibulka presented the financial report. Maciej shared that November's ISG invoice was paid in December, as well as December's ISG invoice.
3. **TAC Liaison Report (TAC Liaisons)** Clark shared that the TAC discussed layers of the multiple benefit analysis.

City of St. Cloud/ Watershed Boundary (Hatzenbihler)

- Hatzenbihler and Cibulka presented a series of maps reviewing the boundary between the Sauk and MR-St. Cloud watershed and the nuisances with drainage and planning boundaries. Policy Committee members discussed the boundary, Clark and Gregory shared that their preference is to leave the planning boundary as it is at the HUC 8 boundary. Clarifications were provided on the Sauk River Watershed District political boundary and the drainage pathways.

Draft JPE Discussion (Cibulka)

- Page 1 - Campbell pointed out that in recitals third paragraph, Mille Lacs was not listed, but

needs to be included.

- Page 2 - Diedrick pointed out the staff question: does projects also include programs?
- Page 3 - Binsfeld in item 2c. "Upon receipt of such evidence..." may prevent someone from being able to join the entity and vote. Can the signature be done between meetings or does it need to be at a meeting. Cibulka pointed out the legal entity name provided by the attorneys "Mississippi River St. Cloud Watershed Partnership." Clark shared that Stearns' attorney recommends changing "partnership" to Joint Powers.
- Page 4 - Dietrich supports having fiscal agent duties explained. Approval of yearly budget questions and needed 75% of the quorum, Bastian proposing to change to 70% of the board, Binsfeld is concerned that if board and not quorum then people can not show and hold up the process. Hulse pointed out that for board it would be 9 votes and for quorum it would need to be 5 votes. Hulse is in favor of leaving it as written, assuming quorum of a simple majority - Schiefelbein supports, Haffley also supports.
- Page 5 - Binsfeld H.II. why is coordinator called out but not the other pieces that may be paid for by grants - legal, fiscal agent, administrative. Clark asked about the committees and noted that PC can inform names of the committees. Binsfeld requested that the staff committee votes have clarification on the threshold to pass such as the majority of those present
- Page 6 - Cibulka pointed out that the JPE board will not be able to hire their own staff, but can contract out to a third party or a member organization.
- Page 7 - Cibulka pointed out the 5 year review of the agreement. No PC comments.
- Page 8 - Binsfeld pointed out that amendments take 75% of all parties
- Page 9 - no PC comments

BWSR Presentation on Transitioning to Implementation and Watershed Based Implementation Funding (Wozney)

- Brad Wozney, Clean Water Specialist, Board of Water and Soil Resources presented an overview of Watershed Based Implementation Funding and important items to explore as MR-St. Cloud transitions from planning to implementation of the CWMP.
- Binsfeld asked about how SWCDs around the state are addressing the staffing challenge. Wozney shared that some are sharing staff between partners, some are being paid for through grant funding.
- Binsfeld asked if other 1W1Ps have been able to spend funds within the first two years of WBIF grant period, Wozney shared that most watersheds take 3 years to spend grant funds. Gregory asked if grant funds are returned to BWSR after 3 years, Wozney said extensions may be considered, but otherwise yes funds are returned.
- Danielowski requested a copy of the PowerPoint. Clark agreed. Wozney will share a pdf of PowerPoint.

Clark adjourned the meeting at 12:55 p.m.

Respectfully submitted by Stephanie Hatzenbihler, Stearns County SWCD, Water Plan Coordinator on behalf of Tina Diedrick, Wright County, County Commissioner.

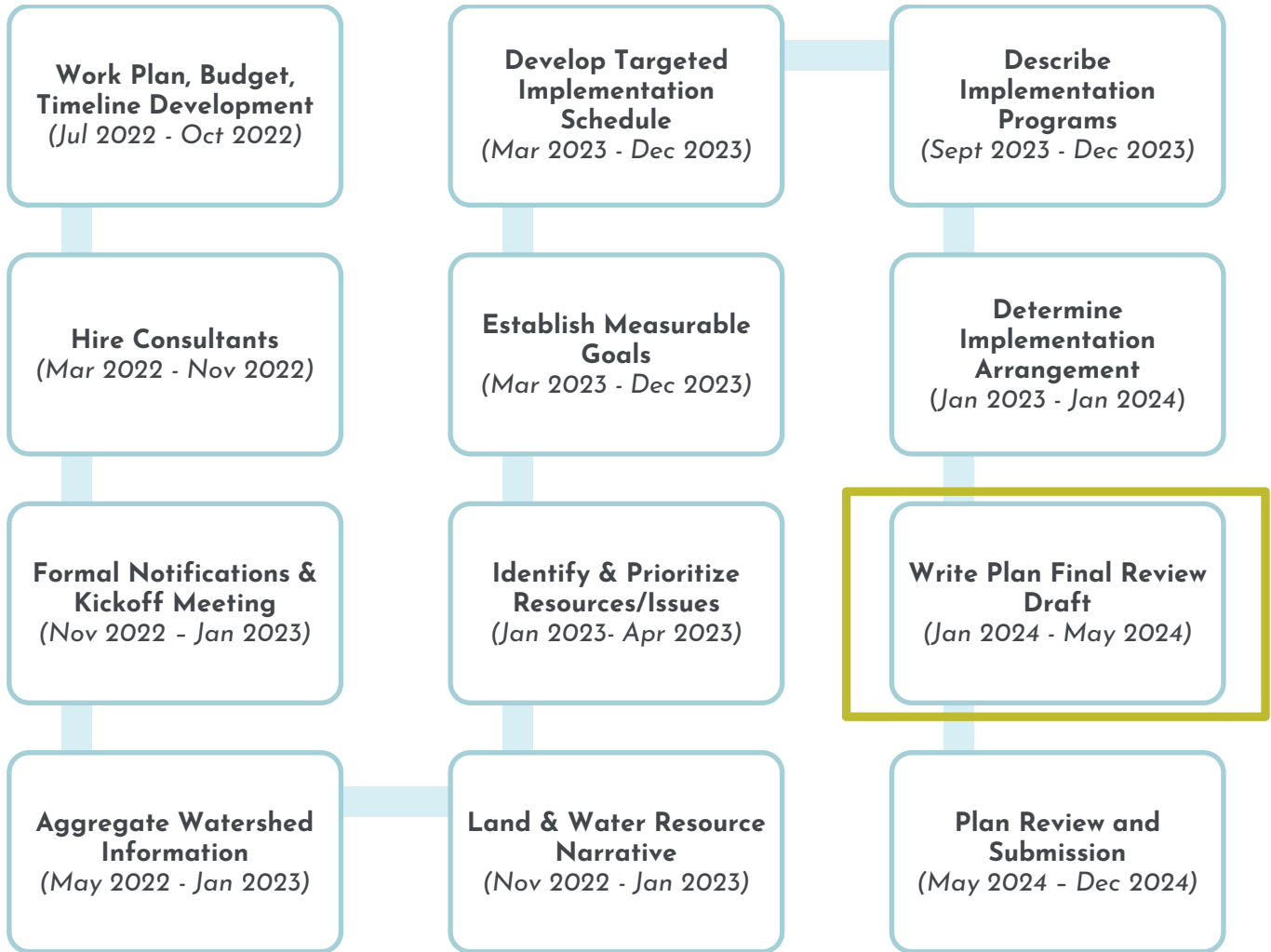


Comprehensive Watershed Management Plan

Policy Committee Meeting Packet

Agenda Item #4: Project Update - Timeline and Activities

Establish and Maintain Partnership (Nov 2021 - Dec 2024)



Completed Tasks:	Current Tasks:	Next Tasks:
1. Implementation Agreement 2. Implementation Tables 3. Measurable Goal Framework 4. Misc. Plan Content Decisions	1. Draft Plan 2. Plan Administration	1. Formal Plan Review 2. Plan Submission



Comprehensive Watershed Management Plan

Policy Committee Meeting Packet

Agenda Item #4 (continued): Project Update - 2024 Detailed Schedule

Activities for 2024 are as follows:

April / May	TAC (April) and CAC (May) review draft plan during 30-day review period
June	TAC approves draft plan
July 8	PC meeting - approve plan for 60-day comment period
September	End of 60-day comment period
November / December	PC meeting - hold public hearing, submit final plan to BWSR



MISSISSIPPI RIVER
ST. CLOUD
WATERSHED

Comprehensive Watershed Management Plan

Policy Committee Meeting Packet

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	Feb-24	Total Avail	Total Expenses for entire grant				
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	\$ -	\$ -				\$ 14,240.00
Develop a targeted implementation schedule		Facilitator, Plan Writer	\$ 30,520.00		\$ 30,520	\$ -	\$ 57.50				\$ 30,462.50
Describe implementation programs		Facilitator, Plan Writer	\$ 6,840.00		\$ 6,840	\$ -	\$ 3,465.00				\$ 3,375.00
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	\$ -	\$ 14,732.50				\$ 6,347.50
Reoccurring Meetings: Policy Committee		Plan Writer	\$ 6,320.00		\$ 6,320	\$ 250.00	\$ 2,065.94				\$ 4,254.06
Reoccurring Meetings: Local Advisory Committee		Plan Writer	\$ 1,440.00		\$ 1,440	\$ 437.50	\$ 533.75				\$ 906.25
Reoccurring Meetings: Technical Advisory Committee		Plan Writer	\$ 12,720.00		\$ 12,720	\$ -	\$ 639.37				\$ 12,080.63
Reoccurring Meetings: Steering Committee		Plan Writer	\$ 11,100.00		\$ 11,100	\$ 340.00	\$ 417.50				\$ 10,682.50
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	\$ -	\$ 1,047.50				\$ 2,452.50
Additional Services: Public Meetings			\$ 8,000.00		\$ 8,000	\$ -	\$ 971.25				\$ 7,028.75
Expenses: Reimbursables			\$ 5,570.00		\$ 5,570	\$ -	\$ 5,295.55				\$ 274.45
SUBTOTAL: Plan Development			\$ 174,170	\$ 3,280	\$ 177,450						
Administration Costs											
		LGU Lead	Hourly Rate	Hours	Total						
Fiscal Coordination and Plan Implementation		Benton CD			\$ 4,160	\$ 76.27	\$ 2,350.14				\$ 1,809.86
Grant Reporting (Elink)		Sherb CD			\$ 560	\$ -	\$ 560.00				\$ -
Grant Reporting (Elink)		Benton CD			\$ 1,040	\$ -	\$ 560.85				\$ 479.15
Note Taking		Stearns CD			\$ 4,400	\$ 440.00	\$ 698.98				\$ 3,701.02
Policy /Advisory Committee Coordination		Sherb CD			\$ 14,700	\$ -	\$ 2,304.03				\$ 12,395.97
Outreach Assistance		Stearns CD			\$ 2,200	\$ -	\$ 2,200.00				\$ -
Website Development & Maintenance		M L SWCD			\$ 5,890	\$ 209.38	\$ 5,468.63				\$ 421.37
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	\$ 1,753.15	\$ 114,540.94				\$ 142,365.45
Actual Grant Amount Received "DATE" (50% Grant Total)							\$ -				\$ -
ISG's 10% Reduction-withheld-not yet paid but included in Grant Total amount							\$ -				\$ -



Comprehensive Watershed Management Plan

Policy Committee Meeting Packet

Agenda Item #5: Watershed Boundary

As discussed at the January Policy Committee meeting, in late 2023 staff identified a small discrepancy between the Sauk River watershed basin and the Mississippi River St. Cloud basin that is within the Cities of St. Cloud and Waite Park. Often, 1w1p planning boundaries are determined using the Department of Natural Resources "Hydrologic Unit Code" or "HUC" 8 boundaries derived from topography at a 2-ft interval. Small deviations in these boundaries are possible due to construction projects, gently sloped topography features, city stormwater infrastructure, or other factors. The HUC 8 watershed boundaries are intended to be larger scale planning boundaries for watershed work and as previously stated have often been relied upon for 1w1p planning projects.

Roughly 2,500 acres of land in St. Cloud and Waite Park is currently within the Mississippi River St. Cloud watershed planning boundary, but technically drains to the Sauk River watershed. This area is currently excluded from the Sauk River watershed comprehensive plan, completed in 2021, because the HUC 8 boundary was used for that planning project.

The Sauk River Watershed Partnership have met in January and February to discuss the matter. Amending their existing Comprehensive Watershed Management Plan would be an incredibly time consuming matter on their end. Because the Sauk River Watershed plan is complete and they operate under a Joint Powers Collaborative model (not an entity), each LGU within the partnership would need to approve the watershed boundary change. The partnership would like to acknowledge this discrepancy but maintain the map lines in their current position.

The Mississippi River St. Cloud watershed partnership discussed this matter and the Sauk River Watershed Partnership's decision at a February Steering Committee meeting. The Steering Committee was in full agreement to acknowledge the Sauk River Watershed Partnership's decision and also to retain the identified 2,500 acres into the Mississippi River St. Cloud watershed planning boundary. This results in no area being "orphaned" from a planning effort.

Maps on the following pages illustrate the area in question. This issue is being presented to the Policy Committee as an "Information and Discussion" item, no action is requested.

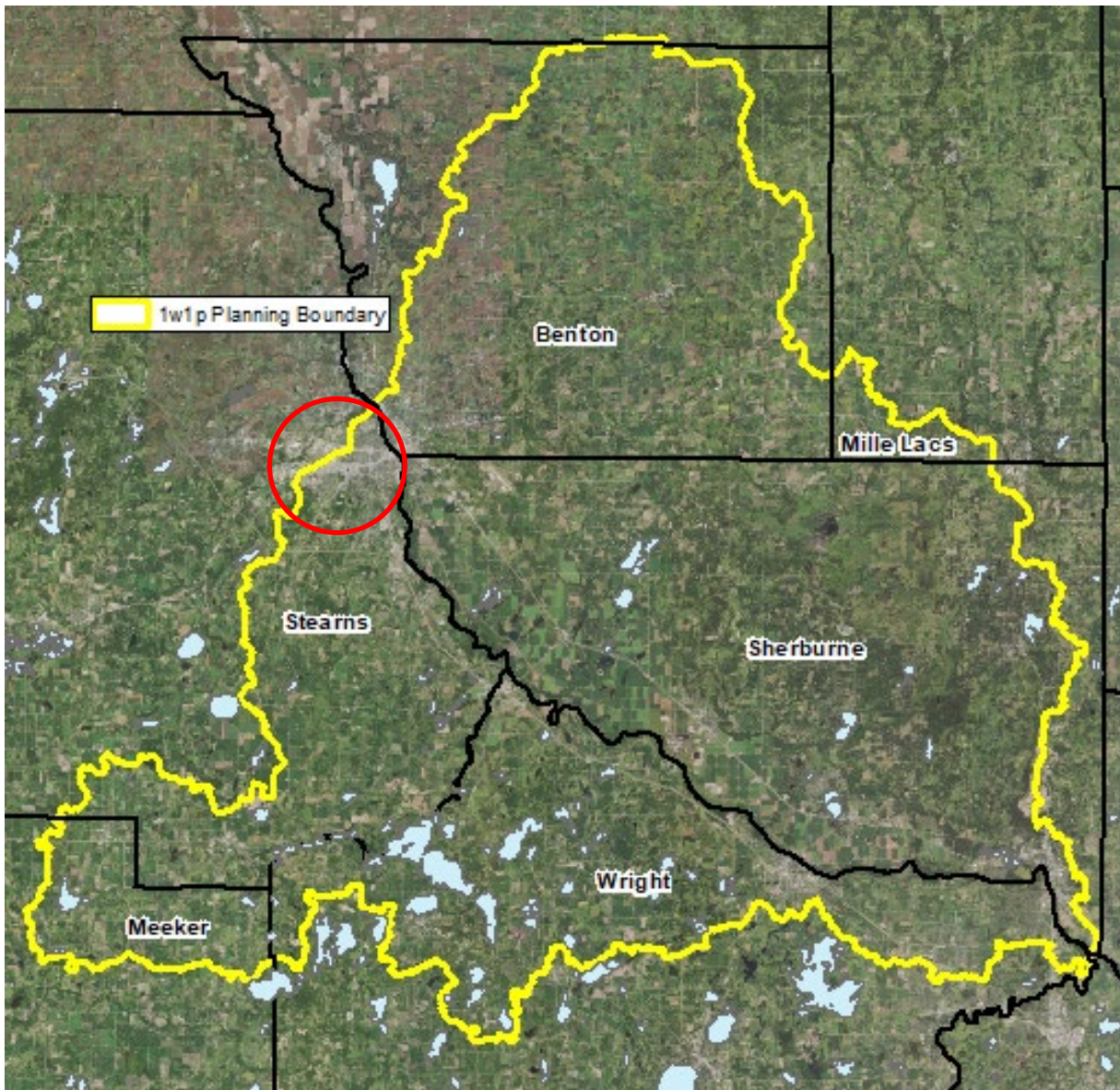


Comprehensive Watershed Management Plan

Policy Committee Meeting Packet

Agenda Item #5 (continued): Watershed Boundary

Map 1: Mississippi River St. Cloud Watershed Planning Boundary (area of question circled in red)



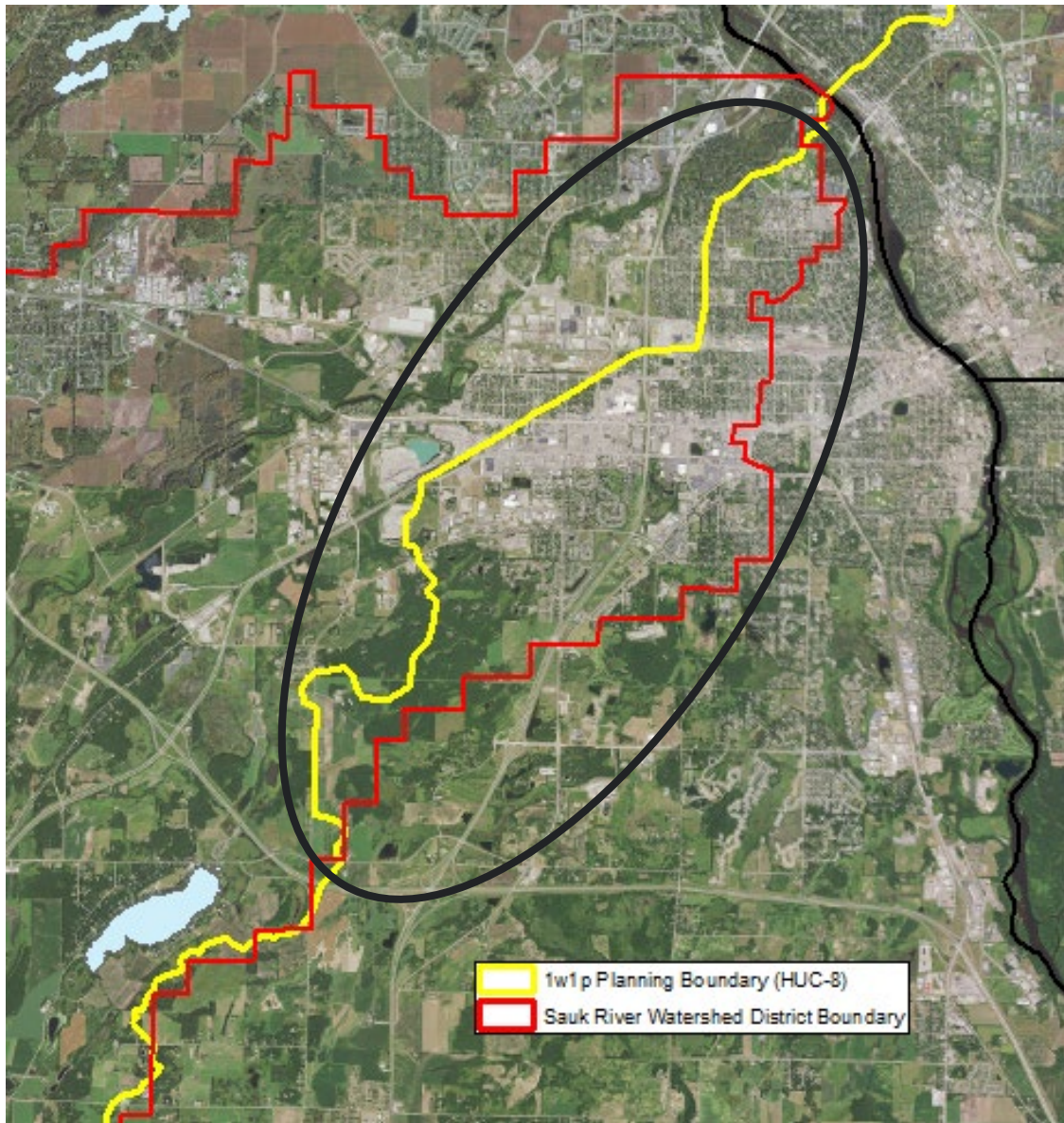


Comprehensive Watershed Management Plan

Policy Committee Meeting Packet

Agenda Item #5 (continued): Watershed Boundary

Map 2: Mississippi River St. Cloud Watershed planning boundary and Sauk River Watershed District political boundary. Area in question, currently within Mississippi River St. Cloud boundary but draining to Sauk River Watershed, circled in black.

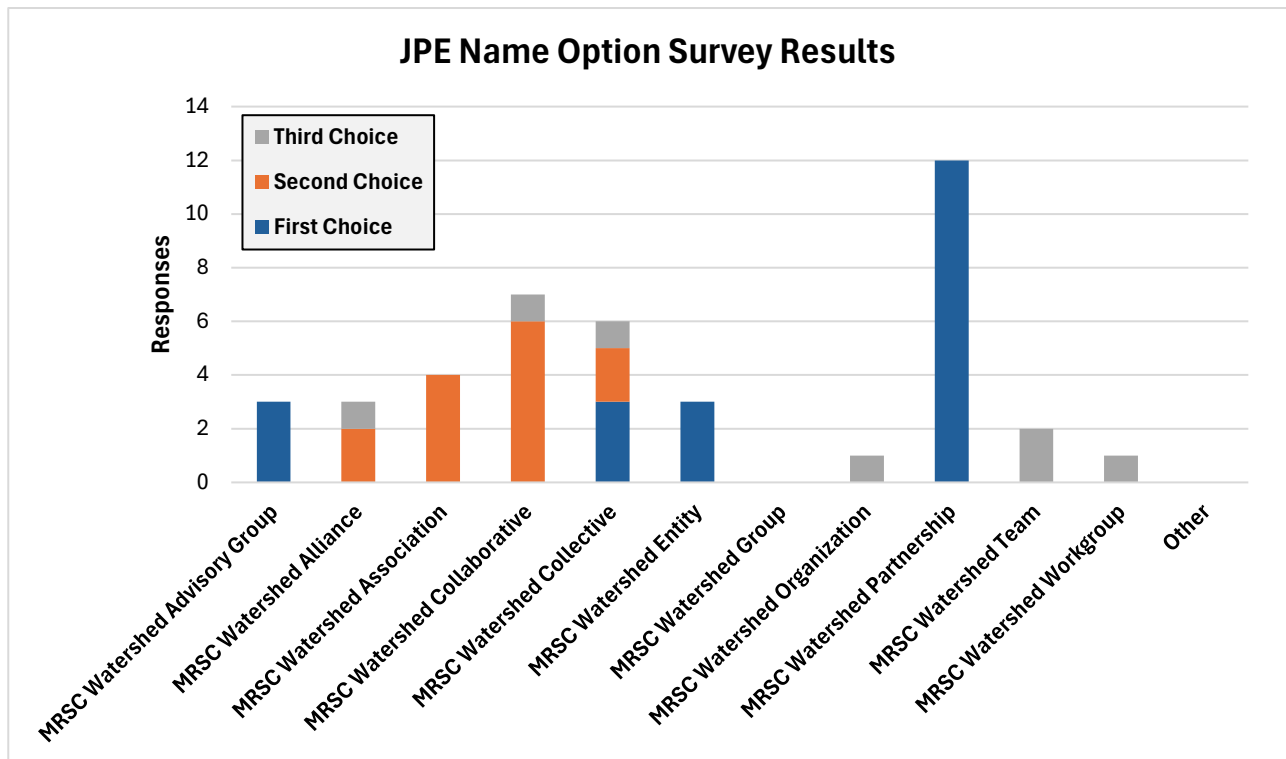


Agenda Item #6: Joint Powers Agreement - Name

The attorneys representing the LGU's in this partnership have met and produced a draft Joint Powers Agreement. The draft Joint Powers Agreement specifies responsibilities and powers that this entity would hold as well as other details. The Policy Committee, staff from the partnership, and individual boards have reviewed the agreement in December and January. The attorneys met again on January 17th to address remaining discussion topics and a 2nd draft JPA document was produced and shared with the partnership.

Staff reviewed the 2nd draft JPE at a February 2024 meeting. No considerable objections were raised, there was discussion about the name of the JPE however. A survey was sent to staff representatives to select their preferences for a JPE name and the results are depicted in the figure below. Seven respondents ranked their 1st, 2nd and 3rd choice for a JPE name and those responses are displayed in blue bars (1st choice), orange bars (2nd choice) and grey bars (3rd choice).

REQUEST FOR ACTION: Staff have voted on preferences for a JPE name, but would like the Policy Committee to weigh in and decide on the final name.





Comprehensive Watershed Management Plan

Policy Committee Meeting Packet

Agenda Item #7: Plan Content Update

Please review updates to the Comprehensive Watershed Management Plan content in the attached memo from our consultant, ISG.

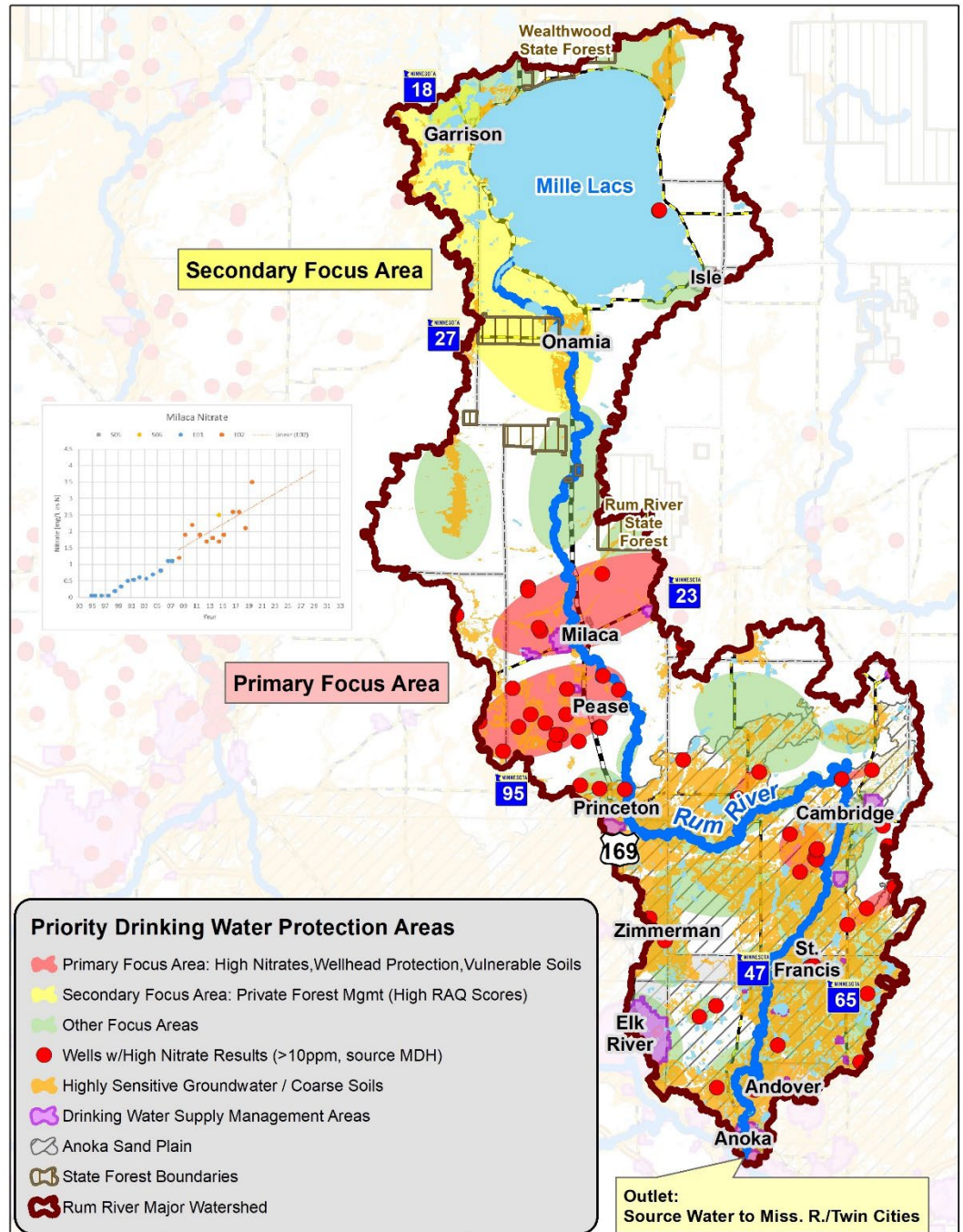
An update will be provided on the Multiple Benefit Analysis, Measurable Goals Framework, and Implementation Table content. Staff have given support for the content at a recent Technical Advisory Committee (TAC) meeting. At this point, all materials have been approved by the TAC and CAC. As the staff reviewed and suggested some small changes at a recent TAC meeting, Policy Committee approval of the content is requested to move the material forward so ISG can complete a 1st draft of the Comprehensive Watershed Management Plan. A draft plan is anticipated in mid-April.

REQUEST FOR ACTION: Staff are seeking a motion to approve the draft Multiple Benefit Analysis, Measurable Goals Framework, and Implementation Table content.

Watershed Highlight - Submitted by Mille Lacs SWCD

MDH 2023 Groundwater Protection Initiative Accelerated Implementation Grant

This project will provide opportunities to increase awareness of the risks to groundwater in a targeted area by offering free water testing kits to landowners. SWCD staff will discuss test results with landowners to provide information that will lead to informed decisions about the protection and improvement of the quality of drinking water. A generalized map will be made to show where contaminants have been found in the targeted area. This new-found knowledge will be used by all stakeholders to make informed decisions about actions to be taken to protect groundwater drinking sources.



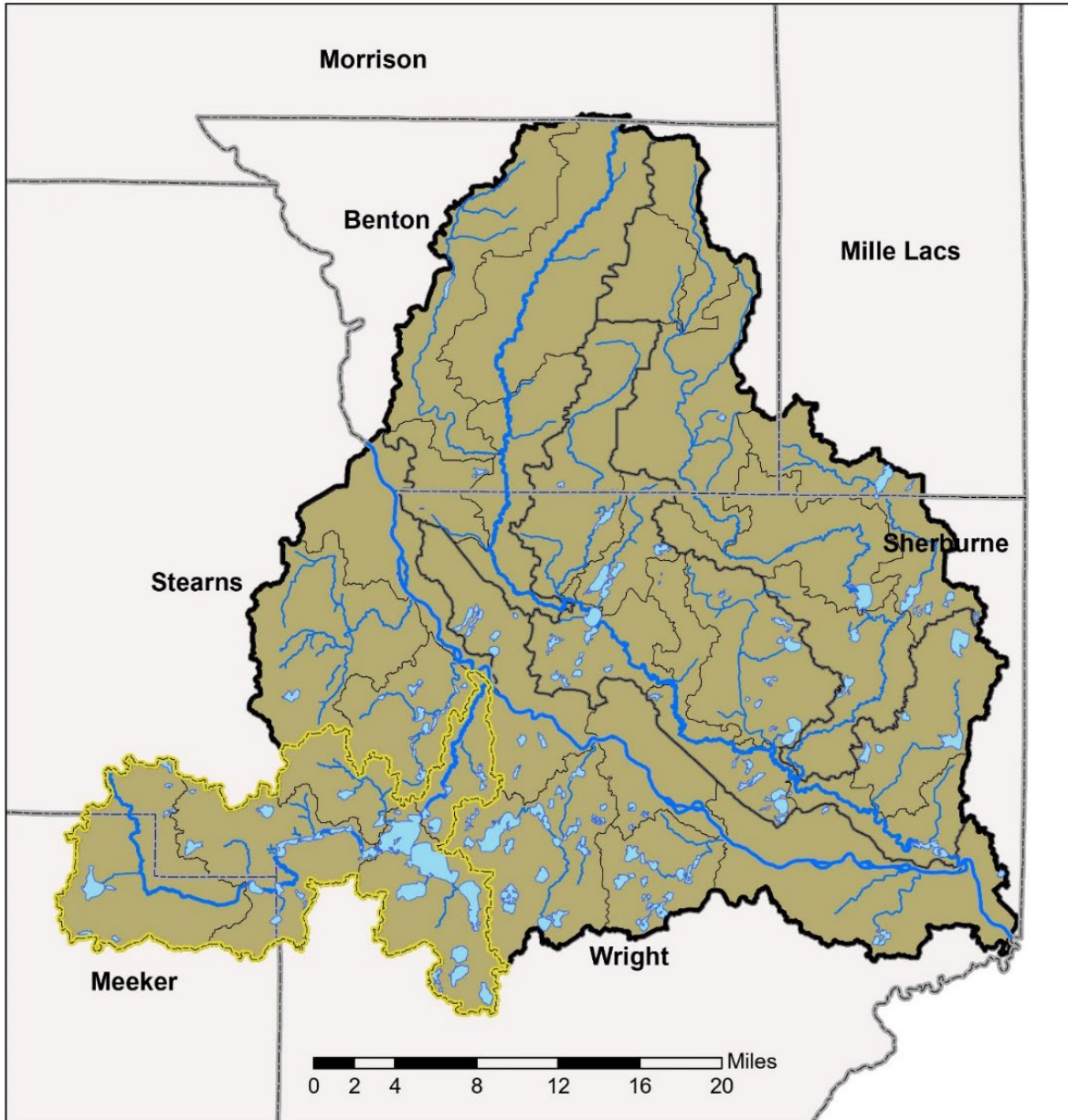


MISSISSIPPI RIVER
ST. CLOUD
WATERSHED

Comprehensive Watershed Management Plan

Policy Committee Meeting Packet

MRSC Watershed Project Planning Boundary



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





Comprehensive Watershed Management Plan

Policy Committee Meeting Packet

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