

Snake River Comprehensive Watershed Management Plan	Partnership Meeting Meeting Agenda Meeting #2 <u>Location:</u> Kanabec Co. Courthouse Basement room 317 Maple Ave E Mora MN 55051	Date: Oct. 23, 2023
		Time: 10:00 am – 11:30 pm
		In-Person Or Remote via. Google Meet

Invitees:

Partnership Members: Dan Gravley, Bret Sample, Travis Leiviska, Kevin Belkholm, Kurt Beckstrom, Michael Cummins, Terry Lovgren

Alternates: Jon Sanford, Bob Hoefert, Kim Johnson, Bob Janzen, Joshua Mohr

Staff: Teresa Wickham, Ryan Carda, Deanna Pomije, Jerah Mattson, Paul Swanson, Zach Van Orsdel, Caleb Anderson, Jeremy Williamson, Susan Shaw, Kyle Fredrickson, Andrew Carlstrom, Keenan Hayes, Janet Smude, Mitch Gindele

Agencies: Barb Peichel, Darren Mayers

Meeting Material & Homework:

- Meeting Outcomes 9/25/23
- Final By-Laws for approval
- **Roles of Watershed Board** - no review planned – provide any comments

In-Person Meeting in the basement room of the Kanabec Co. Courthouse 317 Maple Ave E Mora MN 55051 OR
Remote Google Meet via. Computer or phone:

(If you haven't previously tested your computer/phone system using Google Meet, please log-in/call-in 10 min. early.)

Google Meet joining info

Video call link: <https://meet.google.com/hpp-xtgy-bek>

Or dial: (US) +1 505-738-1739 PIN: 613 548 381#

More phone numbers: <https://tel.meet/hpp-xtgy-bek?pin=2947927705430>

Agenda Items

*Agenda Items for Approval / Roll Call Vote

Note Taker: Jerah Mattson, Kanabec SWCD

Chair: Kurt Beckstrom, Mille Lacs SWCD

Vice Chair: Kevin Belkholm, Kanabec SWCD

Snake Watershed Mission: The mission of the Snake River Watershed Plan Partnership (SRWPP) is to implement the Snake River Comprehensive Watershed Management Plan. The Partnership seeks to facilitate collaboration across its member entities and connect landowners with the resources needed to manage their natural resources. The SRWPP strives to work with and empower landowners and partners in the restoration and protection of the watershed's natural resources.

Meeting to start after the SRWMB Meeting (starting at 9 am)...

Start 10:00 am (120 min)		(Meeting Recorded)	
Partnership Meeting	Purpose	Lead	Start Times
Welcome – Introductions, as needed 'Would you rather go on a relaxing vacation or an adventure hike?' <u>Meeting Purpose</u> – Approve by-laws, Seek input on Contracts for Services	INTRO	Chair	10:00 am
*Approve Agenda – suggest other agenda items	APPROVE	Chair	10:15
*Approve meeting outcomes: 9/25/23	APPROVE	Chair	10:20
Propose new meeting time / date	PROPOSE	Chair	10:25

<ul style="list-style-type: none"> • Roles of the Watershed Board, no review – provide any comments • Contracts flow chart • Review highlights to ‘contracts for services’ (Seeking board input) 	REVIEW / COMMENT	Pomije	10:35
BREAK (5 min.)			11:10
Public Input (10 min.)	HEAR COMMENTS	Chair	11:15
Final By-laws for approval	REVIEW / APPROVE	Staff	11:25
Watershed attorney representation, contracts for review in Nov.	DISCUSS / PROVIDE INPUT	Staff	11:45
<p><u>Next Scheduled Meeting</u> – Nov. ____</p> <p><u>Future Agenda Items:</u></p> <ul style="list-style-type: none"> • Contracts for Services, seek approval • Grant contract for signature, approval <p>Anyone want to sign-up to bring treats to our next meeting?</p>	UPDATE	Chair / Staff	End 12:00 pm

Location: Kanabec Co. Courthouse or Remote Webex Meeting

Board: Dan Gravely (Aitkin SWCD), Bret Sample (Aitkin Co), Kurt Beckstrom, (Mille Lacs SWCD) Kevin Belkholm, *Kim Johnson (non-voting member) (Kanabec SWCD), Rick Mattson (Kanabec Co), Terry Lovgren (Pine Co), Michael Cummins (Pine SWCD)

Staff:

Kanabec SWCD: Deanna Pomije, *Jerah Mattson

Pine SWCD: Zach Van Orsdel

Pine Co: David Minke, Caleb Anderson

Aitkin SWCD: *Janet Smude

Aitkin Co: Jessica Seibert

Mille Lacs SWCD: Willow Dean

Mille Lacs Co: *Mitch Gindele

BWSR: Barb Peichel, Darren Mayers

Others: Don Deutsch (Cross Lake Assn.)

*remote attendees

Purpose for the meeting

Approve revised Work Plan/Budget

10:00 Start Meeting

*Elect Partnership Chair & Vice Chair

Pomije led the election of a new chair for the partnership, seeking nominations

Motion by Lovgren, second by Belkholm to nominate Kurt Beckstrom as Chair, voting followed to approve Kurt Beckstrom as Chair for the partnership

Affirmative: Sample, Beckstrom, Mattson, Belkholm, Cummins, Lovgren, Gravely

Opposed: None **Abstain:** None

Beckstrom took over as chair for the meeting.

Motion by Lovgren, second by Gravely to nominate Kevin Belkholm as Vice Chair, voting followed to approve Kevin Belkholm as Vice Chair for the partnership

Affirmative: Sample, Beckstrom, Mattson, Belkholm, Cummins, Lovgren, Gravely

Opposed: None **Abstain:** None

*Approval of Agenda

Motion by Lovgren, second by Sample to approve today's Agenda as presented

Affirmative: Sample, Beckstrom, Mattson, Belkholm, Cummins, Lovgren, Gravely

Opposed: None **Abstain:** None

*Approval of the 8/28/23 Meeting Outcomes

Motion by Lovgren, second by Belkholm to approve the 8/28/23 outcomes as presented

Affirmative: Sample, Beckstrom, Mattson, Belkholm, Cummins, Lovgren, Gravely

Opposed: None **Abstain:** None

Revised final Work Plan / Budget for approval:

In review for the group, Pomije read a couple of our 'desired future conditions' for our issues of concern. This painted a picture of what some of the outcomes our partnership is seeking.

Pomije led the group through a review of the revisions to the Work Plan / Budget:

Motion by Sample, second by Lovgren to remove the word "Plan" from the Snake River Watershed Plan Partnership (SRWPP) name.

Another stated that the SRWPP name is the name listed in our JPA. By changing our name, we would have to revise the JPA. **This motion was dropped.**

Pomije reviewed the new Flexibility – Plan B as part of the revised work plan.

*Approval to include in the work plan an option to expand the priority areas once the initial priority areas have been saturated in outreach and seeking projects.

Motion by Lovgren, second by Sample to approve to option in the plan of expanding the priority areas, as needed

Affirmative: Sample, Beckstrom, Mattson, Belkholm, Cummins, Lovgren, Gravelly

Opposed: None **Abstain:** None

*Approval to update pie chart to reflect the current budget numbers. Total 2-year implementation grant budget of \$1,024,471. The 2 ag. Practices were combined and these funds increased with additional funds coming from the subsurface sewage treatment system category.

Motion by Belkholm, second by Gravelly to update the pie chart to reflect the updated budget numbers as stated above.

Affirmative: Sample, Beckstrom, Mattson, Belkholm, Cummins, Lovgren, Gravelly

Opposed: None **Abstain:** None

*Approval of the overall work plan with changes made to expand the priority areas and update the pie chart to reflect current budget numbers

Motion by Lovgren, second by Cummins to approve overall plan changes as reviewed; made to expand the priority areas and update the pie chart to reflect current budget numbers

Affirmative: Sample, Beckstrom, Mattson, Belkholm, Cummins, Lovgren, Gravelly

Opposed: None **Abstain:** None

Draft By-laws:

Pomije led the group through a draft bylaw for the partnership. This document started from a Rum Watershed template. On page 1, Johnson suggested opening up the definition of how we define membership, to be current members of the Party's governing body. This was suggested to allow for a tribe to join later. No action from the board was put forward to make this change. It was suggested that the board could deal with any exception to this language at that future time. Other items in the draft bylaws were highlighted for noting and seeking board comments for any changes. Our options for when / how to seek public comment was discussed. The proposed language in the bylaws on public input was favorable. It was also suggested to include how the public can comment and hear about our plan's progress on our partnership website (Mille Lacs SWCD page) with a reference to our plan language on this and include a public comment section on our board agendas. An annual work plan was discussed. As there is limited staff in the watershed, two options were mentioned: 1) to take the biennial work plan and highlight the annual focus for the year or 2) to provide an annual update to the board on our plan's progress. The board favored the second option, of an annual update on progress. After progress updates it was also suggested to discuss any needed adapting to ensure continued progress. During this discussion other questions were brought up such as how often we plan to meet, who signs project contracts and others on the details of how we meet as a partnership. Staff will work on options for the board to discuss these details more at our Oct. meeting.

Input provided: Projects will need to be approved before payments can be issued. The two required signatories on the checks can be determined by the fiscal agent, within their organization.

If a change order is needed, the coordinator can issue payment up to a certain amount (possibly \$5,000) or does this have to be a board decision. The board was asked to give some thought to this and come in Oct. with some ideas and clarifying language.

It was agreed that the coordinator, two Board Members or the Chair can call a special meeting. Please plan to revisit this item and submit any language changes at our next meeting.

Watershed Staff Position Descriptions:

With the little time left at the end of the meeting the two draft watershed staff position descriptions (Watershed Coordinator & Project Manager) were briefly presented for recommendations. It was suggested to go through one position description at a time. Change the job title away from Project Manager, possibly program coordinator. It is projected to hire the watershed position in January. Contracts for services between the partnership and the various partners/parties filling implementation roles may list the duties each of them plans to provide to the partnership.

*Approval for staff to submit a watershed grant funds request with BWSR

Motion by Cummins, second by Sample for staff to submit our watershed grant funds request with BWSR

Affirmative: Sample, Beckstrom, Mattson, Belkholm, Cummins, Lovgren, Gravely

Opposed: None **Abstain:** None

*Approval to allow staff to make minor changes at BWSR's request to the work plan or budget

Motion by Cummins, second by Sample to approve staff to make minor changes at BWSR's request to the work plan or budget **Affirmative:** Sample, Beckstrom, Mattson, Belkholm, Cummins, Lovgren, Gravely

Opposed: None **Abstain:** None

Timeline - Projected to request funds in October and have a grant contract ready for signature at our Nov. meeting.

Next Partnership Meeting - 10/23/23

The group will discuss a potential new meeting day and time at this meeting.

Motion by Cummins, second by Lovgren to adjourn the meeting at 12:05 pm.

Snake Watershed Partnership Board Roles:

10/2023

- Review / approve biennial work plan
 - Approve changes to the work plan or contract amendments
 - Approve 'contracts for services' with partners for the Plan's implementation & projects
 - Approve funds receivables
 - Provide direction to watershed staff on the specifics needed for our Plan's implementation
 - Enact policies and procedures
 - Hear Plan progress updates and adapt implementation strategies as needed
 - Resolve identified gaps preventing progress on our Plan's goals progress
- (Member's roles are not to replace any of the member partner's individual roles, instead to work more at the watershed level making decisions and providing direction.)

Snake Watershed - Contracts for Services with Party Members: 10/2023

Summary of implementation roles & budgets with party members.
(all 2-year biennium amounts)

Pine Co. – fiscal agent - \$40,000

Audit - \$3,000

Ins. - \$6,000

Kanabec SWCD:

Board Coordinator - \$91,000

Program Coordination (project development) - \$78,666

Outreach - \$78,666

Outreach (existing staff) - \$5,000

Project Dev. (existing staff) - \$10,000

Pine SWCD – ½ time Forester - \$89,800

Aitkin SWCD – reporting - \$5,000

Mille Lacs SWCD – website reporting

Outreach - \$5,000

Project Dev. - \$5,000

Undefined to any specific partner yet:

General Outreach - \$10,000

General Project Dev. - \$10,000

Project Dev. Ordinance work - \$1,000