



Comprehensive Watershed Management Plan

Policy Committee Meeting Packet

| | |
|------------------------------------|---|
| Date / Time: | December 5, 2024 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 invitation link |
| Officers: | Chair: Tarryl Clark, Vice Chair: Shelly Binsfeld, Secretary: Tina Diedrick |
| Note Taker: | Stephanie Hatzenbihler |
| 1w1p Website: | https://www.millelacsswcd.org/mississippi-river-st-cloud-watershed/ |
| 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 – Chris Uecker |
| 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 draft plan.

Meeting Objectives

- Hold a Public Hearing on the Draft MRSC Comprehensive Watershed Management Plan.
- Consider submittal of the draft plan to the Board of Water and Soil Resources.
- Hear an update on 2025 activities and plan implementation.



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| Meeting Agenda | | | | |
|----------------|------|-------|---|---------------------|
| Item | Page | Time | Topic | Task |
| 1 | | 11:00 | Welcome and Introductions (Chair) | INFO |
| 2 | 2 | 11:03 | Review and approve agenda (Chair) | ACTION |
| 3 | 3 | 11:05 | Conduct Public Hearing for the MRSC CWMP Draft Plan (Chair) | ACTION |
| 4 | 3 | 11:25 | Review Public Hearing Comments (Chair) <ul style="list-style-type: none"> Discuss comments and responses if necessary | DISCUSSION / ACTION |
| 5 | 3 | 11:45 | Consider Submittal of MRSC Draft CWMP (Chair) | ACTION |
| 6 | 4-6 | 11:50 | Review and approve 07-08-2024 meeting minutes (Chair) | ACTION |
| 7 | 7-10 | 11:55 | Project Update <ul style="list-style-type: none"> Timeline and Activities (Cibulka) Financial Report (Maciej) | INFO |
| 8 | n/a | 12:10 | Update on plan implementation process (Cibulka & Hatzenbihler) | INFO |
| 9 | | 12:40 | Adjourn | ACTION |

Supplemental Items

- [Project Planning Boundary \(page 11\)](#) – Project boundary map which may be a useful reference.
- [Policy Committee Meeting Norms and Guidelines \(page 12\)](#) – Best practices for MRSC 1w1p meetings.



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Policy Committee Meeting Packet

Agenda Item #3: Conduct Public Hearing for the MRSC CWMP Draft Plan

The Board of Water and Soil Resources (BWSR) One Watershed, One Plan Operating Procedures version 2.1 states that the Policy Committee will hold a Public Hearing on the draft Comprehensive Watershed Management Plan (CWMP) no sooner than 14 days after the 60-day review period of the draft plan. The 60-day review period for this project ran from July 8th through September 6th and all comments received have been addressed by the Steering Committee and consultant into a new draft document.

New draft plan: <https://checkitout.isginc.com/view/816991948/>.

Notice for the hearing was published in the Patriot newspaper on November 16, 2024 as well in the St. Cloud Times. Multiple partners notified townships and city staff within the watershed via email. Finally, a notification was posted on the project website on November 4th, 2024.

The Chair of the Policy Committee will oversee the Public Hearing. Comments from the public will be recorded into the meeting minutes and considered in discussions by the Policy Committee.

Agenda Item #4: Review Public Hearing Comments

The Policy Committee, having heard comments provided during the Public Hearing, will discuss these comments and recommend an appropriate response.

Agenda Item #5: Consider Submittal of the Draft MRSC CWMP

The 11 parties to the Memorandum of Agreement (MOA) have been provided the newly updated draft CWMP as well as a list of 60-day review period comments and responses from the Steering Committee. Each of the 11 parties have passed a motion by their respective boards during the month of November to allow their representative to vote to submit the draft plan to the BWSR on behalf of the Policy Committee.

REQUEST FOR ACTION: Staff are seeking a motion to “approve submittal of the Mississippi River St. Cloud draft Comprehensive Watershed Management Plan to the Board of Water and Soil Resources”.



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Policy Committee Meeting Packet

Agenda Item #6: July 8, 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 July 8, 2024. Chair, Tarryl Clark called the meeting to order at 11:00am.

| | |
|---|--|
| Date / Time: | <i>July 8, 2024 11:00am - 1:00pm</i> |
| Location: | <i>In-Person: Palmer Township Hall 4180 105th Ave Clear Lake, MN 55319 Remote option available, use MS Teams Calendar Invite link</i> |
| Note Taker: | <i>Stephanie Hatzenbihler, Stearns SWCD</i> |
| 1w1p Website: | <u>https://www.millelacsswcd.org/1w1p/mississippi-river-st-cloud-watershed-plan/</u> |
| Voting Members Present: | Benton County– Scott Johnson, Benton SWCD Wade Bastian, Sherburne SWCD– Shelly Binsfeld, Stearns County Tarryl Clark, Stearns SWCD– Tom Gregory, Mille Lacs SWCD Dan Campbell, Meeker SWCD – Bob Schiefelbein, Wright County Tina Diedrick, Sherburne County Andrew Hulse* |
| Non-voting Members Present: | |
| Alternate Voting Members Present: | |
| Alternative Nonvoting members present: | Stearns County- Leigh Lenzmeier |
| Voting Members Absent: | Wright SWCD- Chris Uecker, Meeker SWCD John Haffley, Meeker County– Danny Schiefelbein |
| Partners and Staff Present: | Griffin** Stephanie Hatzenbihler – Stearns SWCD staff, Gerry Maciej Benton SWCD staff, Dan Cibulka Sherburne SWCD staff, Becky Schlorf Stearns County, Kyle Blazek Stearns County, Sarah Bosel SG, Zach Guttormson- BWSR staff, *Francine Larson– Sherburne SWCD staff, *Matt Danzl - Sherburne County Staff, *Miranda Wagner Sherburne SWCD staff, *Jon Rosechlein Sauk River Watershed District staff, *Alicia O’Hare– Wright SWCD 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 Johnson to approve meeting agenda, second by Gregory.** Affirmative: Johnson, Bastian, Binsfeld, Clark, Gregory, Campbell, B. Schiefelbein, Hulse. Opposed: None **Motion carried.**

Review and approve 04-2024 meeting minutes.

1. Approve meeting minutes **Motion by Johnson to approve meeting minutes as presented second by Campbell** Affirmative: Johnson, Bastian, Binsfeld, Clark, Gregory, Campbell, B. Schiefelbein, Hulse. Opposed: None **Motion carried.**

Project Update (Cibulka)

1. Timeline and Activities

- Cibulka provided an overview of work completed recently to prepare a draft plan including the internal review and addressing comments. Cibulka also shared that a subcommittee has been meeting to explore implementation structures and options.
- Cibulka presented an updated timeline that showed the 60-day public comment period, reviewing and responding to comments received, preparations for a November partner Board meetings and a December Policy Committee meeting. The plan is anticipated to be submitted to BWSR for a 90-day review period in December 2024, then receiving BWSR approval in March 2025, and local adoption in April 2025. Following BWSR approval and local adoption then Plan Implementation can begin utilizing watershed based implementation funding.

Tina Diedrick, Wright County, joined the meeting at 11:11am.

2. Financial Report
 - Cibulka and Maciej provided a brief overview of the financial report.
3. TAC Liaison Report. - No report.

Approve draft plan for 60day public comment (Boser & Cibulka)

- Boser provided an update on the boundaries for the Multiple Benefit Analysis, minor changes to the implementation tables that were included in the updated draft plan link.
- Boser and Cibulka invited questions or comments from the Policy Committee.

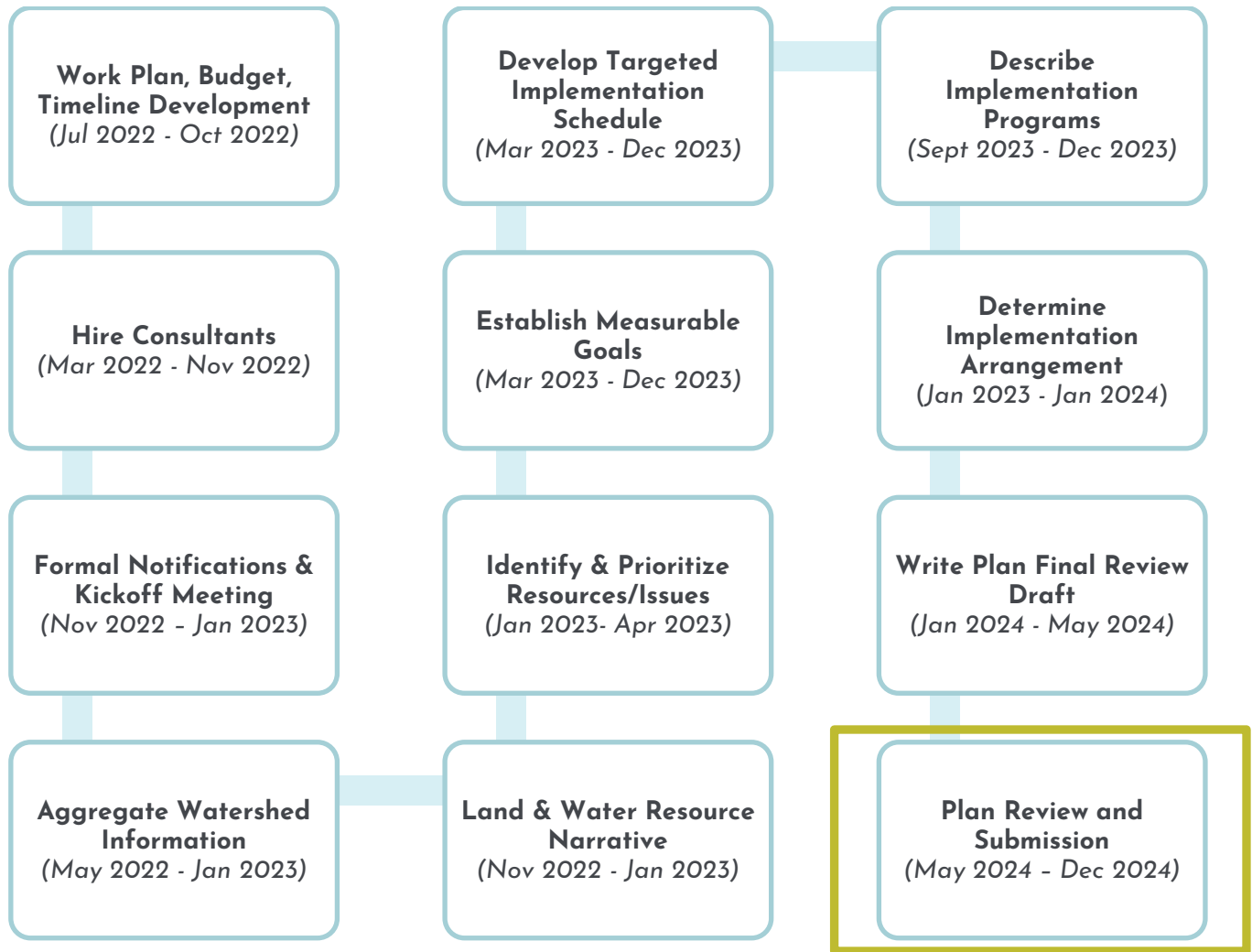
Motion by Johnson to approve the draft Mississippi River St Cloud Comprehensive Watershed Management Plan for submittal for state agency review and begin the 60 day public review and comment period second by Binsfeld Affirmative: Johnson, Bastian, Binsfeld, Clark, Gregory, Campbell, B. Schiefelbein, Hulse, Diedrick. Opposed: None. **Motion carried.**

Clark adjourned the meeting at 11:28 AM.

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

Agenda Item #7: Project Update - Timeline and Activities

Establish and Maintain Partnership (Nov 2021 - Dec 2024)



| Completed Tasks: | Current Tasks: | Next Tasks: |
|---|---|---|
| <ol style="list-style-type: none"> 60-day public comment period. Review and response to comments received, revise draft plan accordingly. | <ol style="list-style-type: none"> Hold a Public Hearing | <ol style="list-style-type: none"> Submit draft plan to BWSR |



Comprehensive Watershed Management Plan

Policy Committee Meeting Packet

Agenda Item #7 (continued): Project Update - Upcoming Anticipated Schedule

Staff have developed an anticipated schedule for early 2025 in which we will be taking an approved CWMP and requesting our first round of Watershed Based Implementation Funds.

| | |
|---------------------------|---|
| February 2025 | BWSR Board will review and approve plan |
| March - May 2025 | Local boards adopt plan and join JPE through resolution within 120 days of BWSR Board approval. Begin drafting FY26 Watershed Based Implementation Funds (WBIF) request |
| June / July 2025 | FY26 WBIF request approved by JPE, submitted to BWSR. Complete grant work plan and agreement process. |
| Fall / Winter 2025 | Receive funds, begin implementation |

Future Meetings:

After this planning project is complete, the Policy Committee will no longer formally exist. In spring of 2025, the partners will consider joining the Joint Powers Entity and at that point the Joint Powers Board will be formed.

In the coming months staff will continue to make progress on formation of the JPE and develop the necessary policy and procedural documents. Members of this existing Policy Committee may consider gathering in spring 2025 to hear updates on the progress and, as liaison members of your respective boards, provide recommendations and guidance on the progress staff is making. These recommendations and guidance would be unofficial until the JPE Board is officially formed.

FOR DISCUSSION: Consider holding the first Thursday of the month, or another date that works for all parties, for several meetings in 2025.

- Anticipate a March or April meeting to hear progress on JPE formation and provide guidance to staff.
- Anticipate a June or July* meeting as the first formal meeting of the JPE Board.

Meeting timeframes are estimated at this point and may vary depending on the pace of progress and timing of partners passing a resolution to join the JPE.

**note that the first Thursday of July is July 3rd.*



MISSISSIPPI RIVER
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WATERSHED

Comprehensive Watershed Management Plan

Policy Committee Meeting Packet

Agenda Item #7 (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.

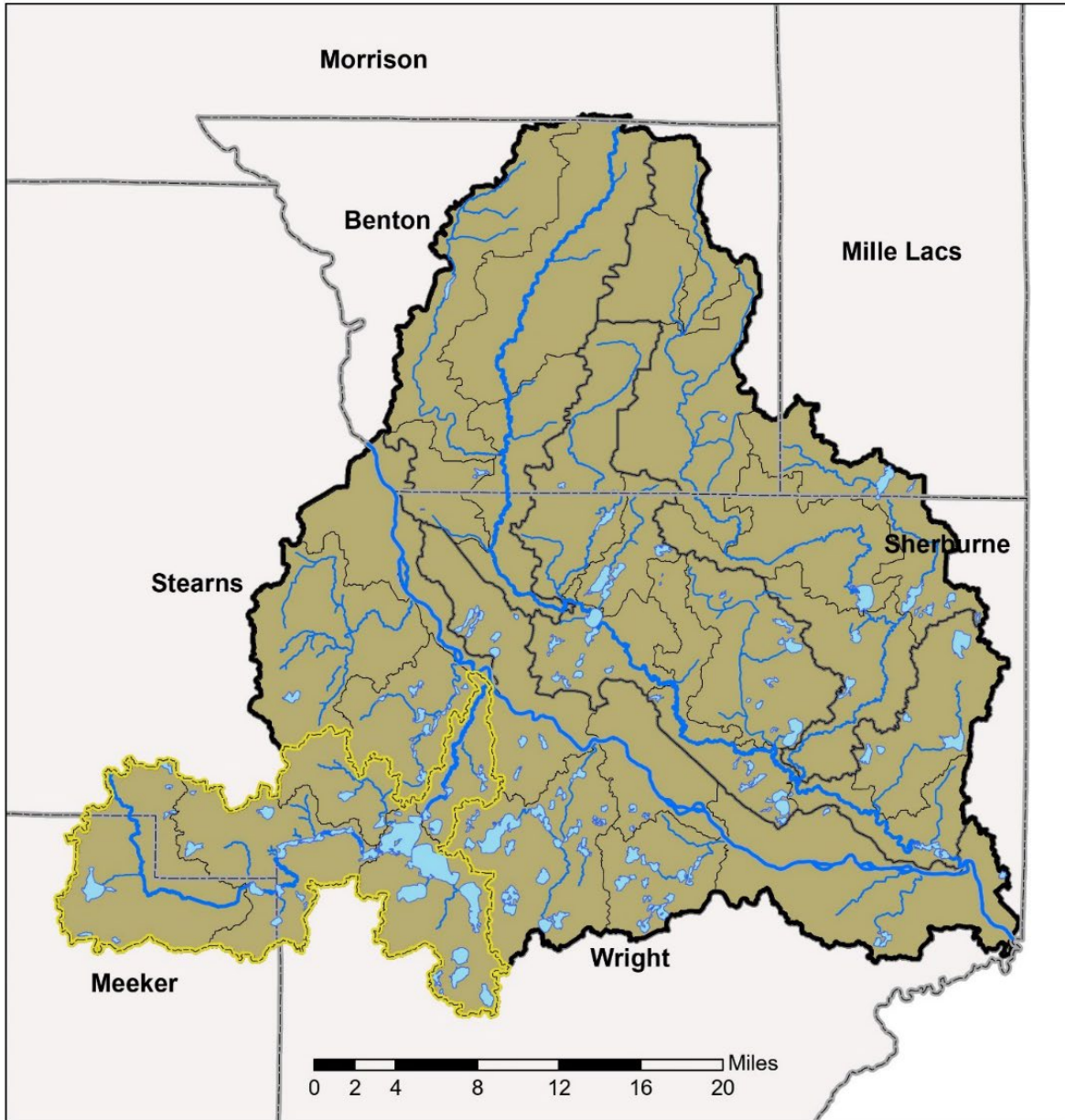
| | | LEAD | ESTIMATED COST | | | | | Total Expenses for entire grant |
|--|--|--------------------------|--------------------|-----------------|-------------------|-----------------|----------------------|------------------------------------|
| Plan Development Costs | | | Consultants | Partnership | Total | Oct-24 | Total Avail | |
| 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 implementaiton schedule | | Facilitator, Plan Writer | \$ 30,520.00 | | \$ 30,520 | \$ - | \$ - | \$ 30,520.00 |
| 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 | \$ - | \$ 3,280.00 | \$ 1,600.00 |
| Write draft plan for review | | Plan Writer | \$ 21,080.00 | | \$ 21,080 | \$ - | \$ - | \$ 21,080.00 |
| Reoccurring Meetings: Policy Committee | | Plan Writer | \$ 6,320.00 | | \$ 6,320 | \$ - | \$ 19.69 | \$ 6,300.31 |
| 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 | \$ - | \$ 4.37 | \$ 12,715.63 |
| Reoccurring Meetings: Streering Committee | | Plan Writer | \$ 11,100.00 | | \$ 11,100 | \$ - | \$ - | \$ 11,100.00 |
| 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 | \$ - | \$ 174.30 | \$ 5,395.70 |
| 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 | \$ 70.65 | \$ 1,242.13 | \$ 2,917.88 |
| Grant Reporting (Elink) | | Benton CD | | | \$ 1,040 | \$ - | \$ 516.37 | \$ 523.64 |
| Note Taking | | Stearns CD | | | \$ 4,400 | \$ - | \$ 11.48 | \$ 4,388.52 |
| Policy /Advisory Committee Coordination | | Sherb CD | | | \$ 15,260 | \$ - | \$ 0.00 | \$ 15,260.00 |
| Outreach Assistance | | Stearns CD | | | \$ 2,200 | \$ - | \$ 1,265.00 | \$ 935.00 |
| Website Development & Maintenance | | M L SWCD | | | \$ 5,890 | \$ - | \$ 5,267.90 | \$ 622.10 |
| 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 | \$ 70.65 | \$ 169,109.45 | \$ 196,933.96 |
| 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

MRSC Watershed Project Planning Boundary



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





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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