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|---|--|---|
| <b>Mississippi River<br/>Headwaters<br/>One Watershed, One Plan</b> | <b>Policy/Advisory<br/>Committee</b><br><br>Meeting #8 | <b>Date:</b> December 6, 2019   |
|   |  | <b>Time:</b><br><br>9:00am – 12:00pm  |
|   |  | <b>Location:</b><br><br>Beltrami Administration Building, 701<br>Minnesota Street NW, Bemidji, MN 56601 |

**Staff Support:** Zach Gutknecht

**Note taker:** Megan FitzGerald

**Invitees:**

**County Commissioners and Staff:** Craig Gaasvig, Dick Downham, Davin Tinquist, Ted Van Kempen, Charlene Christenson, , Brent Rud, Zach Gutknecht, Megan FitzGerald, Daniel Swenson, John Ringle, Eric Buitenwerf, Dan Hecht.

**SWCD Supervisors and Staff:** Del Olson, David Peterson, Marcel Noyes, Ted Lovdhal, Clearwater SWCD Supervisor, Andy Arens, Kelly Condif, William Lee, Chester Powell.

**BWSR Staff:** Chad Severts Board Conservationist, Jeff Hrubes Clean Water Specialist

**Pre-work:** [Review: Financial Update, Draft Plan Outline, Draft Issue Prioritization](#)

**Please bring:** 1W1P binder (Policy Committee)

## Agenda Items

| Topic   | Purpose    | Presenter            | Time allotted |
|---|------------|----------------------|---------------|
| ✓ Call to Order   |            | Craig Gaasvig, Chair | 9:00am        |
| ✓ Review and Approval of Agenda   | DECISION   | Craig Gaasvig, Chair | 5 min.        |
| ✓ Review and Approval of Minutes  | DECISION   | Craig Gaasvig, Chair | 5 min.        |
| ✓ Financial Update  | DECISION   | Staff Support        | 15 min.       |
| ✓ Plan Update <ul style="list-style-type: none"> <li>• October Advisory Meeting Overview</li> <li>• Current progress</li> </ul> | DISCUSSION | Staff Support        | 40 min.       |
| ✓ 1W1P Operational Arrangements   | DISCUSSION | Jen Wolf, MCIT       | 60 min.       |
| ✓ Land and Water Resource Inventory Comments  | DISCUSSION | Staff Support        | 10 min.       |
| ✓ Adjourn and Determine Next Meeting Date   | DESCISION  | Craig Gaasvig, Chair | 5 min.        |

Attachments to agenda:

- October Minutes
- Financial Summary
- Advisory October Minutes
- Draft Plan Outline
- Issue Priorities

## Policy Committee Ground Rules and Expectations

In addition to following the requirements of the Memorandum of Agreement and bylaws, Policy Committee Members will:

1. Actively prepare for, attend, and participate in all scheduled meetings\* of the Policy Committee.
2. Actively engage in the decision-making process for watershed-based planning with the understanding that goals, objectives, and action items of the water plan must be prioritized, targeted, and measureable.
3. Initiate and/or assist with providing opportunities for constituents to be appraised of updated progress of the watershed-based planning process.
4. Regularly update their respective Boards on the progress of the watershed planning process.
5. Utilize the technical resources of their respective entities to assist and inform their decisions in the water planning process.

|   |   |  |
|---|---|--|
| <b>Mississippi River<br/>Headwaters<br/>One Watershed, One Plan</b> | <b>Policy Committee</b><br><br>Meeting #6 | Date: August 2,<br>2019                      |
|   |   | Time: 11:30am-<br>12:00pm                    |
|   |   | Location: Nymore Beach, Bemidji, MN<br>56601 |

Staff Support: Zach Gutknecht

Note Taker: Megan FitzGerald

## Attendees

Craig Gaasvig, Beltrami County  
Andy Arens, Itasca SWCD  
Tim Frits, Itasca SWCD  
Ted Van Kempen, Hubbard County  
Phil Vortruba, MPCA Brainerd  
Megan FitzGerald, Beltrami SWCD/ESD  
Davin Tinquist, Itasca County  
Cal Saari, Itasca SWCD  
Annette Drewes, DNR Bemidji

Del Olson, Beltrami SWCD  
Chad Severts, BWSR  
Lori Buell, Clearwater SWCD  
Marcel Noyes, Hubbard SWCD  
Harlan Strandlien, Clearwater SWCD  
Tim Terrill, Mississippi Headwaters Board  
Zach Gutknecht, Beltrami SWCD/ESD  
Julie Kingsley, Hubbard SWCD  
Mel Milender, Township Association

## Agenda Items

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|--|
| <b>Call to Order</b> <ul style="list-style-type: none"> <li>Mississippi Headwaters 1W1P Policy Committee Chair Craig Gaasvig called the meeting to order at 11:30am.</li> </ul>  |
| <b>Review and Approval of Agenda</b> <ul style="list-style-type: none"> <li>Addition to agenda: Summary of public kickoff meetings in Bemidji and Grand Rapids.</li> <li><b>Motion by Ted Van Kempen to approve the revised agenda. Motion seconded by Marcel Noyes. Motion carried and approved.</b></li> </ul>   |
| <b>Public Kickoff Meetings</b> <ul style="list-style-type: none"> <li>Zach gave an overview of the public kickoff meetings held in Bemidji on July 29<sup>th</sup> and Grand Rapids on July 30<sup>th</sup>. Both meetings were well attended. Attendees got an introduction to One Watershed, One Plan, and had a chance to participate in a survey.</li> </ul>   |
| <b>Financial Update</b> <ul style="list-style-type: none"> <li>Zach provided an overview of 1W1P bills paid through the end of July. Zach has spent 369 hours on the Mississippi River Headwaters 1W1P from the start of the grant through the end of July. <b>Motion by Ted Van Kempen to approve Zach's hours. Motion seconded by Del Olson. Motion carried and approved.</b></li> </ul>   |
| <b>Advisory Committee Update</b> <ul style="list-style-type: none"> <li>Review of the Mississippi Headwaters 1W1P newsletter, intended to keep the Policy Committee and their boards updated on Advisory Committee progress as well as to use as a reference.</li> <li>Advisory Committee attendance has been down in the past few months, likely due to busy summer schedules. Advisory Committee meetings will be held the third Wednesday of the month, with the next meeting to be held in Grand Rapids. Neither the Policy nor the Advisory Committee will meet in August.</li> </ul> |

**Land and Water Resource Inventory Update**

- Megan FitzGerald has been working on the Land and Water Resource Narrative since Will Lee left Hubbard SWCD. She provided an update on revising and editing the document.

**County Comprehensive Plan Review**

- Zach gave an update on the review of county comprehensive plans for incorporation into 1W1P. Upon reviewing these plans, Chester Powell determined that much of the information was too vague or dated to be useful to 1W1P. 1W1P might recommend counties update their plans.

**Adjourn**

- **Motion by Marcel Noyes to adjourn the meeting. Motion seconded by Ted Van Kempen. Motion carried and approved.**

**2019 Mississippi River Headwaters One Watershed, One Plan Partnership  
GRANT BUDGET & EXPENSES**

| Plan Development Costs   | LEAD            |                    | ESTIMATED COST |                                   |             | 2019 STAFF EXPENSES |             |             |             |           |             |             |                 |              |  |
|--|-----------------|--------------------|----------------|-----------------------------------|-------------|---------------------|-------------|-------------|-------------|-----------|-------------|-------------|-----------------|--------------|--|
|  | Consultants     | Partnership        | Total          | April                             | May         | June                | July        | August      | September   | October   | November    | December    | Remaining Funds |              |  |
| <b>Pre-Planning</b>  |                 |                    |                | <b>Pre-Planning</b>               |             |                     |             |             |             |           |             |             |                 |              |  |
| Aggregate watershed information                                | Partnership     | \$ -               | \$ 8,000.00    | \$ 8,000                          | \$ -        | \$ -                | \$ -        | \$ -        | \$ -        | \$ -      | \$ -        | \$ -        | \$ -            | \$ 8,000.00  |  |
| Notify plan review authorities and host public kickoff meeting | Partnership     | \$ -               | \$ 12,000.00   | \$ 12,000                         | \$ -        | \$ -                | \$ -        | \$ 1,021.43 | \$ 1,350.26 | \$ -      | \$ -        | \$ -        | \$ -            | \$ 9,628.31  |  |
| <b>Planning</b>  |                 |                    |                | <b>Planning</b>                   |             |                     |             |             |             |           |             |             |                 |              |  |
| Write the land and water resources narrative                   | Partnership     | \$ -               | \$ 9,000.00    | \$ 9,000                          | \$ -        | \$ -                | \$ -        | \$ 704.03   | \$ 91.83    | \$ 122.44 | \$ 122.44   | \$ 367.32   | \$ -            | \$ 7,591.94  |  |
| Identify and prioritize resources and issues                   | Partnership     | \$ 1,000.00        | \$ 27,000.00   | \$ 28,000                         | \$ -        | \$ -                | \$ 1,998.45 | \$ 1,110.25 | \$ 932.61   | \$ 333.08 | \$ 665.44   | \$ 1,554.35 | \$ -            | \$ 21,405.82 |  |
| Establish measurable goals                                     | Partnership     | \$ 5,000.00        | \$ 28,000.00   | \$ 33,000                         | \$ -        | \$ -                | \$ -        | \$ -        | \$ -        | \$ 355.29 | \$ 1,232.38 | \$ 1,643.17 | \$ -            | \$ 29,769.17 |  |
| Develop a targeted implementation schedule                     | Partnership     | \$ 3,500.00        | \$ 13,000.00   | \$ 16,500                         | \$ -        | \$ -                | \$ -        | \$ -        | \$ -        | \$ 266.46 | \$ 710.56   | \$ 621.74   | \$ -            | \$ 14,901.24 |  |
| Describe implementation programs                               | Partnership     | \$ 4,500.00        | \$ 10,000.00   | \$ 14,500                         | \$ -        | \$ -                | \$ -        | \$ -        | \$ -        | \$ -      | \$ -        | \$ -        | \$ -            | \$ 14,500.00 |  |
| Determine plan administration and coordination                 | Partnership     | \$ 1,000.00        | \$ 7,000.00    | \$ 8,000                          | \$ -        | \$ -                | \$ -        | \$ -        | \$ -        | \$ -      | \$ -        | \$ -        | \$ -            | \$ 8,000.00  |  |
| Write draft plan for review                                    | Partnership     | \$ 4,100.00        | \$ 20,000.00   | \$ 24,100                         | \$ -        | \$ -                | \$ -        | \$ -        | \$ -        | \$ -      | \$ -        | \$ -        | \$ -            | \$ 24,100.00 |  |
| <b>Plan Review and Submission</b>                              |                 |                    |                | <b>Plan Review and Submission</b> |             |                     |             |             |             |           |             |             |                 |              |  |
| Conduct formal review  | Partnership     | \$ 1,000.00        | \$ 1,000.00    | \$ 2,000                          | \$ -        | \$ -                | \$ -        | \$ -        | \$ -        | \$ -      | \$ -        | \$ -        | \$ -            | \$ 2,000     |  |
| Write final plan and submit to BWSR                            | Partnership     | \$ 4,150.00        | \$ 5,000.00    | \$ 9,150                          | \$ -        | \$ -                | \$ -        | \$ -        | \$ -        | \$ -      | \$ -        | \$ -        | \$ -            | \$ 9,150     |  |
| <b>Other Costs</b>   |                 |                    |                | <b>Other Costs</b>                |             |                     |             |             |             |           |             |             |                 |              |  |
| Expenses: printing, travel                                     | Partnership     | \$ 10,000.00       | \$ 10,000.00   | \$ 20,000                         | \$ -        | \$ -                | \$ -        | \$ -        | \$ -        | \$ -      | \$ -        | \$ -        | \$ -            | \$ 20,000.00 |  |
| <b>SUBTOTAL: Plan Development</b>                              |                 |                    |                | <b>\$ 184,250</b>                 |             |                     |             |             |             |           |             |             |                 |              |  |
| <b>Administration Costs</b>                                    |                 |                    |                | <b>Administration Costs</b>       |             |                     |             |             |             |           |             |             |                 |              |  |
|  | <b>LGU Lead</b> | <b>Hourly Rate</b> | <b>Hours</b>   | <b>Total</b>                      |             |                     |             |             |             |           |             |             |                 |              |  |
| Fiscal Coordination  | Beltrami SWCD   | 50                 | 70             | \$ 3,500                          | \$ -        | \$ -                | \$ -        | \$ 133.23   | \$ -        | \$ -      | \$ 266.46   | \$ -        | \$ -            | \$ 3,100.31  |  |
| Grant Reporting (Elink)  | Beltrami SWCD   | 50                 | 44             | \$ 2,200                          | \$ -        | \$ -                | \$ -        | \$ 88.82    | \$ -        | \$ -      | \$ -        | \$ -        | \$ -            | \$ 2,111.18  |  |
| Policy /Advisory Committee Coordination                        | Beltrami SWCD   | 50                 | 255            | \$ 12,750                         | \$ 1,058.37 | \$ 1,326.91         | \$ 1,975.11 | \$ 1,313.73 | \$ 664.39   | \$ 244.88 | \$ 636.17   | \$ 672.17   | \$ -            | \$ 5,916.65  |  |
| Meeting Expenses (facility, materials, food)                   |                 |                    |                | \$ 5,000                          | \$ -        | \$ 878.09           | \$ 25.76    | \$ -        | \$ 75.23    | \$ 6.54   | \$ -        | \$ -        | \$ -            | \$ 4,014.38  |  |
| Publication Expenses (notices, invitations)                    |                 |                    |                | \$ 5,000                          | \$ -        | \$ -                | \$ -        | \$ 71.88    | \$ -        | \$ -      | \$ -        | \$ -        | \$ -            | \$ 4,928.12  |  |
| <b>SUBTOTAL: Administration</b>                                |                 |                    |                | <b>\$ 28,450</b>                  |             |                     |             |             |             |           |             |             |                 |              |  |
| <b>CONTINGENCY (add 10% to final amount)</b>                   |                 |                    |                | <b>\$ 21,270</b>                  |             |                     |             |             |             |           |             |             |                 |              |  |
|  |                 |                    |                | YTD Expenses \$ 9,997.92          |             |                     |             |             |             |           |             |             |                 |              |  |
| <b>TOTAL</b>   |                 |                    |                | <b>\$ 233,970</b>                 |             |                     |             |             |             |           |             |             |                 |              |  |
|  |                 |                    |                | YTD Balance \$ 200,389.19         |             |                     |             |             |             |           |             |             |                 |              |  |

# Mississippi Headwaters One Watershed, One Plan

October 2019



## MEASURABLE GOALS

- The Advisory Committee spent most of the October meeting reviewing measurable goals for each issue statement being represented in the plan.
- Some questions brought up from the committee were centered around the types of models being used for cropland, role of waste water processes, and how we should be setting goals that focus more around best practices.

- During the review process, it was discovered that most of the measurable goals the committee recommended, in previous meetings, were more related to specific actions. As a result, the Advisory Committee reworked the measurable goals and actions for each issue statement, while using “desired future conditions” as the foundation.

*Mississippi Headwaters communities answering the call to protect and improve: Our waters, forests, economy, future.*

## PLAN DEVELOPMENT

- Zach reviewed the plan outline, explaining that the framework organized the measurable goals around three sections: *Protection, Restoration, and Land Management*.
- As a refresher, the committee reviewed future plan goals, for November, and what tasks are upcoming.
- Plan recommendations include focusing on human impacts for phosphorous reduction, incorporating education plans, and using models only as tools.
- For the November meeting, the Advisory Committee will continue reworking measurable goals and actions and review sample watershed plans.

**Next Advisory Committee Meeting: November, 20<sup>th</sup>, 9am-1pm in Bemidji**

## HIGHLIGHTS

Review: Prioritization List for Issue Statements recommended by the Advisory Committee

| Advisory Committee Recommendations |
|------------------------------------|
| Forestry                           |
| Urban Lands                        |
| Lakeshed                           |
| Agricultural Lands                 |
| Water Course Recovery              |
| Waste Water Management             |
| Environmental Sensitive Lands      |
| Wetlands                           |
| Drinking Water                     |
| Aquatic Invasive Species (AIS)     |

**MISSISSIPPI RIVER HEADWATERS ONE WATERSHED, ONE PLAN**  
**Tentative Plan Outline**

Key:

\* Indicates BWSR Requirement for Comprehensive Watershed Management Plan

**Executive Summary\*** .....

- Purpose/Mission/Vision statement\*
- General map of plan boundary\*
- Summary of priority issues and goals\*
- Summary implementation actions and programs\*
- Brief description of process used to identify measurable goals and targeted plan\*
- Outline of participant responsibilities\*

**1. Introduction**.....

- 1.1 Preamble
- 1.2 Plan Area
- 1.3 Land and Water Resource Inventory\*
- 1.4 Plan Overview
- 1.5 Plan Partners and Roles in Plan Development

**2. Plan Development**

- 2.1 Addressing Climate Change
- 2.1 Using Resource Protection, Restoration, and Land Management Strategies to Achieve Measurable Goals
  - 2.1.1 Protection
  - 2.1.2 Restoration
  - 2.1.3 Land Management
- 2.2 Targeted Sub-watersheds and Resources
  - 2.2.1.1 75/25 Sub-Watersheds
  - 2.2.1.2 Water Resources
- 2.3 Prioritization Issues Statements\*
  - 2.3.1 Identification and Summary of Resource Concerns and Issues\*
  - 2.3.2 Priority Resource Concerns and Issues\*
    - 2.3.2.1 Highest Plan Priorities Summary
    - 2.3.2.2 High Plan Priorities Summary
    - 2.3.2.3 Intermediate Plan Priorities Summary
- 2.4 Multiple Benefits
- 2.5 Establishment of Measurable Goals
  - 2.5.1 RAQ (75% protection)
  - 2.5.2 LPSS (Restoration)
  - 2.5.3 WRAPS/HSPF (25% Land management)
  - 2.5.4 Measurable Goals per Prioritized Issues Statement
- 2.6 Watershed-Wide versus Minor Watershed Measurable Goals
- 2.7 Dealing With Emerging Issues
- 2.8 Cost/benefit Analysis

**3. Mississippi River Headwaters Work Plan**

- 3.1 Measurable Goals\*
- 3.2 Prioritized Issue and Targeted Resources\*
  - 3.2.1 Description
    - 3.2.1.1 Sub-watersheds

3.2.1.2 Resources

- 3.3 Targeted Implementation Schedule\*
- 3.4 Measurable Goals\*
- 3.5 Prioritized Issue and Targeted Resources\*
  - 3.5.1 Description
    - 3.5.1.1 Sub-watersheds
    - 3.5.1.2 Resources
- 3.6 Targeted Implementation Schedule\*
- 3.7 Continued...
- 3.8 Estimated 10-Year Implementation Cost Summary

**4. Watershed-Wide Plan Priorities**

- 4.1 Description
- 4.2 Measurable Goal: Targeted Resources 1\*
- 4.3 Measurable Goal: Targeted Resources 2\*
- 4.4 Measurable Goal: Targeted Resources 3\*
- 4.5 Measurable Goal: Targeted Resources 4\*
- 4.6 Continued.....
- 4.7 Targeted Implementation Schedule\*
- 4.8 Estimated 10-Year Implementation Cost Summary

**5. Implementation Programs\* .....**

- 5.1 Incentive Based Initiatives\*
- 5.2 Data Collection and Monitoring
- 5.3 Information, Outreach, and Education Programs
- 5.4 Capital Improvements\*
- 5.5 Operation and Maintenance\*
- 5.6 Local Approvals and Ordinances\*
- 5.7 Rules and Regulations\*
- 5.8 Comprehensive or Land Use Plans\*

**6. Plan Funding, Coordination, and Administration .....**

- 6.1 Funding\*
- 6.2 Local Funding
- 6.3 State Funding
- 6.4 Federal Funding
- 6.5 Collaborative Grants
- 6.6 Other Funding Services
- 6.7 Plan Administration and Coordination\*
- 6.8 Decision-Making and Staffing\*
- 6.9 Policy Team
- 6.10 Advisory Committee
- 6.11 Identification and Coordination of Shared Services
- 6.12 Collaboration with other Units of Government\*
- 6.13 Work Planning\*
- 6.14 Local Purpose
- 6.15 State Purpose
- 6.16 Assessment and Evaluation\*
- 6.17 Annual Evaluation
- 6.18 Biennial Evaluation
- 6.19 Five-year Evaluation



6.20 Reporting

6.21 Plan Amendments\*

6.22 Formal Agreements and Organizational Structure for Implementation\*

**A. Plan Appendix .....**

1. References
2. Glossary of Terms
3. Comment Letters
4. Public Comments
5. MOA (TBD)
6. Bylaws
7. Committee Members

| <b>Prioritized Issue Statements</b> | <b>Issue Statement Strategy</b> | <b>Category</b>               | <b>Issue statement</b>  |
|-------------------------------------|---------------------------------|-------------------------------|---|
| <b>1</b>                            | Resource Protection             | Forestry                      | High quality water resources found and enjoyed throughout the watershed is indebted to a largely intact diverse forest landscape. Creating alternative land uses leading to forest fragmentation will have negative consequences.           |
| <b>1</b>                            | Resource Restoration            | Lakeshed                      | An increased in land use pressures adjacent to lakes and subsequent drainage area to lakes has altered the habitat in the near shore area and can have a substantial impact to water quality.   |
| <b>1</b>                            | Land Management                 | Urban Lands                   | Unmanaged or poorly managed land development can have adverse impacts on groundwater recharge and stormwater runoff quality and quantity.   |
| <b>1</b>                            | Land Management                 | Agricultural Lands            | Depending on how agricultural lands are managed, they could potentially be major sources of sediment, nutrients, and other chemicals to surface and groundwater.  |
| <b>2</b>                            | Resource Restoration            | Water Course Recovery         | Human activity has disrupted and disconnected some stream segments, affecting habitat, and water quality and species movements.   |
| <b>2</b>                            | Resource Restoration            | Waste Water Management        | Poorly functioning or failing waste management systems are threats to human health and the environment though increased pathogens, nutrients, and other chemicals often having a connection to water  |
| <b>2</b>                            | Resource Protection             | Environmental Sensitive Lands | Biologically diverse and sensitive terrestrial and aquatic habitats that are threatened by future potential changes in land disturbances and/or development.  |
| <b>3</b>                            | Resource Protection             | Wetlands                      | Land practices have affected the natural structure and function of wetlands there by reducing the intrinsic value and influences hydrologic and habitat values.   |
| <b>3</b>                            | Resource Protection             | Drinking Water                | Residents within the watershed use ground water as the primary drinking water resource and due to the composition of the soils and surficial aquifers there is an elevated vulnerability of contamination both naturally and human induced. |
| <b>3</b>                            | Resource Restoration            | Invasive Species              | New species introductions or unimpeded infestations have a negative impact affecting on the local economic, natural environment, and recreational benefits.   |