

Mississippi River Headwaters One Watershed, One Plan	Policy Committee Meeting #3	Date: March 28 2019
		Time: 9:00am- 12:00pm
		Location: Beltrami Administration Building, 701 Minnesota Street NW, Bemidji, MN 56601

Staff Support: Megan FitzGerald

Note taker: Megan FitzGerald

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.

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

BWSR Staff: Chad Severts Board Conservationist, Jeff Hrubes Clean Water Specialist, Julie Westerlund One Watershed, One Plan Coordinator

Pre-work: [Review: Advisory Committee Results and Bylaws](#)

Please bring: 1W1P binder

Agenda Items

Topic	Purpose	Presenter	Time allotted
✓ Introduction – Completed 1W1P example	DISCUSSION	Kelly Condiff	10 min.
✓ Approve Bylaws	DECISION	Craig Gaasvig	15 min.
✓ Appoint Officers	DECISION	Chair	5 min.
✓ Advisory committee and members	DECISION	Chair	30 min.
✓ Overview of the WRAPS results and the status of our waters.	INFO	MPCA – Phil Votruba	40 min.
✓ BREAK			5 min.
✓ Contracting with a facilitator	DECISION	Chair	20 min.
✓ Data Available to the Mississippi River Headwaters	INFO	AREA 8 - Mitch Brinks	10 min.

✓ Mississippi River Headwaters forestry and the role of protection	INFO	BWSR - Dan Steward AREA 8 - Mitch Brinks	40 min.
✓ Discuss future agenda items & schedule next meeting	DECISION	Chair	5 min.

Attachments to agenda:

- Advisory Committee recommendations
- Facilitator Request for Proposal
- Draft Bylaws
- February 28 meeting minutes

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.



701 Minnesota Ave NW, Suite 113 • Bemidji, MN 56601

- Please submit responses via email only to: zachrie.gutknecht@co.beltrami.mn.us
- Please submit by: **March 26, 2019**
- Please put the project title (below) in the subject line of the email.

REQUEST FOR PROPOSAL

PROJECT: Mississippi River Headwaters One Watershed One Plan

One Watershed, One Plan (1W1P) is a program through the Board of Water and Soil Resources (BWSR) that supports partnerships of local governments in developing prioritized, targeted, and measurable implementation plans. Key principles are planning at the major watershed scale and aligning local plans with state strategies. Plans created through the 1W1P program are called comprehensive watershed management plans and are described in §103B.801.

- The program is designed to foster collaboration between upstream and downstream neighbors to work where it is most important in the watershed, not limited to county or other jurisdictional boundaries.
- Plans identify and prioritize resources and issues and set measurable goals. A targeted implementation schedule describes planned actions. Plans also describe programs and the future partnership that will implement the plan.
- Plans are comprehensive: they address water quality and quantity, groundwater, drinking water, habitat, recreation, and other issues.
- Collaboration between local partners and state agencies creates opportunities for dialogue about water management goals and activities, and fosters the use of state data and strategies in local planning.

General Information

PURPOSE/BACKGROUND:

The counties of Beltrami, Itasca, Cass, Hubbard, and Clearwater by and through their respective County Board of Commissioners, and the Beltrami, Itasca, Cass, Hubbard, and Clearwater Soil and Water Conservation Districts, by and through their respective Soil and Water Conservation District Board of Supervisors, collectively referred to as the “Partnership”; is undertaking the development of a watershed-based plan consistent with the One Watershed, One Plan vision and program grant requirements adopted by the Board of Water and Soil Resources (BWSR). The process develops a strategic policy framework that is based on extensive analysis and community engagement. This bottom up approach ensures that the community’s voice is heard, as the steering team translates the community’s challenges and opportunities into goals and policies that can assist in maintaining and/or improving our water resources. This framework also serves as a tool for developing and maintaining sustainable growth and development practices to assist local communities as they face future challenges.

The Partnership is requesting proposals from qualified professional services to help guide the planning process with the Steering Team and facilitate Advisory Committee meetings.

The Steering Team consists of local government and BWSR staff. The steering team is responsible for logistical organization of the planning process and associated meetings. This team will also distill feedback from the Advisory Committee and provide specific direction to the plan writer.

The Advisory Committee is made up of staff representatives from each local government in the partnership as well as state agencies. The Advisory Committee will also include representatives from other groups such as but not limited to county highway and zoning staff, tribal government, lake associations, citizen-based environmental groups, sporting organizations, farm organizations/agricultural groups, and forestry groups. The purpose of an advisory committee is to make recommendations on the plan to the Policy Committee. The bulk of input in the development of the plan will come from this group, as it is the forum for vetting ideas and providing feedback on the plan to the plan writer.

BRIEF SCOPE OF SERVICES/DELIVERABLES:

The Partnership is seeking a facilitator who is able to contribute structure and process to group interaction so the Steering Team can function effectively and make high-quality decisions. The main goal is to help and enable the Partnership as they pursue multiple objectives.

Upon completing the planning process, the following will have been provided:

- Facilitation of Eight (8) to twelve (12) monthly meetings
- Coordinating with Steering Team and stakeholders to set meeting dates, times, and locations
- Preparing meeting agendas with Steering Team and send out to stakeholders
- Assist the Steering Team with the set up for Advisory Committee meetings
- Facilitating meetings:
 - Helping the group create rules of conduct that create an effective climate
 - Making sure that assumptions are surfaced and tested
 - Questioning and probing to encourage deeper exploration
 - Offering the right tools and techniques at the right moment
 - Encouraging participation by everyone
 - Guiding group discussion to keep it on track
 - Helping members constructively manage differences of opinion and redirecting ineffective behaviors
 - Helping achieve closure and identifying next steps
 - Helping the group access resources from inside and outside the group
 - Providing feedback to the group so that it can assess its progress and make adjustments
- Assist in the planning and development of public outreach events
 - Implement method(s) to obtain public input such as, but not limited to: web surveys, workshops with specific interest groups, citizen surveys, and public input meetings
 - Assist with the planning and carrying out a public kickoff meeting, including publishing material for meeting notice to meet the requirements of MN Statutes §103B.313, Subd.

QUALIFICATIONS:

This project will require the following qualifications:

- Experience with group facilitation
- Experience with local comprehensive planning
- Experience working with non-profit or public entities
- Familiarity with communities in north central Minnesota

SUBMITTAL REQUIREMENTS:

- A summary of experience with facilitation
- Statement of qualifications, including related experience in working with various community members for development of a plan
- Per meeting cost-estimate which includes:
 - Rates by task
 - Travel and other expenses
 - Printed materials and supplies
- A minimum of three (3) references relating to completed projects for the services being requested with full name, title, address, phone, and email address
- Total submittal not more than 750 words not including the budget
- Proposals submitted after March 26th will not be considered

EVALUATION CRITERIA:

Evaluations will be based on the criteria listed below:

- Experience with similar projects;
- Overall quality of statement of qualifications; and
- Proposal is within budget restrictions and/or timeframes.

QUESTIONS:

Questions regarding this project may be directed to Zach Gutknecht via e-mail at zachrie.gutknecht@co.beltrami.mn.us.

CONTRACT NEGOTIATION: The Partnership reserves the right to negotiate all elements of the submittals, terms, and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract.

Appendix A

FACILITATION CONTRACT BETWEEN THE MISSISSIPPI RIVER HEADWATERS ONE WATERSHED ONE PLAN PARTNERSHIP AND “Consultant”

This contract is entered into by and between the Mississippi River Headwaters One Watershed One Plan Partnership (hereinafter “Partnership”), and consultant (hereinafter “Consultant”).

PURPOSE: The purpose of this contract is to ensure professional facilitation of the Mississippi River Headwaters One Watershed One Plan Advisory Committee on plan development (hereinafter “Advisory Committee”). The Advisory Committee are stakeholders within the Mississippi River Headwaters Watershed selected by the Partnership.

I. TERM AND TERMINATION

- a. TERM: This contract is in effect from _____ until _____.
- b. TERMINATION: This contract may be terminated at any time upon mutual written consent or by either party for any reason upon submission of written notice to the other party at least Thirty (30) days prior to the effective date of terminations. The Partnership may also terminate this contract in accord with the provisions designated “FUNDING AVAILABILITY” and “BREACH OF CONTRACT”. In the event either party terminates this contract, the Consultant shall provide to the Partnership all work in progress, work completed, and materials provided to it by the Partnership in connection with this contract immediately.

II. CONSIDERATION

- a. TOTAL PAYMENT: The Partnership shall pay the Consultant a total amount not to exceed “” for the services specified herein.
- b. PAYMENT STRUCTURE: Payment shall be structured as follows:
 - 1. Rates by Task:
 - 2. Travel and other Expenses
 - 3. Printed Materials and Supplies
 - 4. Total allocation not to exceed “”.

Payment is contingent upon achieving the Scope of Services detailed in Section III of this Contract. The billing document is to be to Beltrami Soil and Water Conservation District; ATTN: Zach Gutknecht; 701 Minnesota Avenue NW Suite 113, Bemidji MN 56601.

III. SCOPE OF SERVICES

- a. The Consultant shall do the following:
 1. Facilitating of monthly meetings
 2. Coordinating with Steering Team and stakeholders to set meeting dates, times, and locations
 3. Preparing meeting agenda's with Steering Team and sending them out to stakeholders
 4. Assist the Steering Team with the set up for Advisory Committee meetings
 5. Facilitating meetings:
 - i. Helping the group create rules of conduct that create an effective climate
 - ii. Making sure that assumptions are surfaced and tested
 - iii. Questioning and probing to encourage deeper exploration
 - iv. Offering the right tools and techniques at the right moment
 - v. Encouraging participation by everyone
 - vi. Guiding group discussion to keep it on track
 - vii. Help member constructively manage differences of opinion and redirecting ineffective behaviors
 - viii. Helping achieve closure and identify next steps
 - ix. Helping the group access resources from inside and outside the group
 - x. Provide feedback to the group so that it can assess its progress and make adjustments
 6. Assist in the planning and development of public outreach events
 - i. Implement method(s) to obtain public input such as, but not limited to: web surveys, workshops with specific interest groups, citizen surveys, and public input meetings
 - ii. Assist with the planning and carrying out a public kickoff meeting, including publishing material for meeting notice to meet the requirements of MN Statutes §103B.313, Subd. 3
- b. The Partnership shall do the following:
 1. Process all billing payment request as submitted by the Consultant.
 2. Procure all necessary media for Advisory Committee and any potential subcommittee meetings.
 3. Schedule Advisory Committee meetings and notify committee members accordingly.

IV. GENERAL PROVISIONS

- a. Consultant must have a valid Class C Minnesota driver's license.
- b. All services and duties performed by the Consultant pursuant to this Agreement shall be performed to the satisfaction of the Partnership.
- c. The Consultant shall at all times be considered an independent contractor and shall not be an employee of the Partnership for any purpose.
- d. The Partnership is not responsible for payment of any taxes, either federal, state or local, on behalf of the Consultant, nor shall the Partnership be responsible for any fringe benefits. No civil service or other rights of employment will be acquired by virtue of the Consultant's services.
- e. The Partnership is not responsible for any workers compensation coverage or liability insurance coverage.
- f. Any reports, studies, photographs, negatives, or other documents prepared by the Consultants in the performance of his/her obligations under this contract shall be the exclusive property of the Partnership and all such materials shall be remitted to the Partnership by the Consultant upon completion, termination or cancellation of this contract. The Consultant shall not use, willingly

allow, or cause to have, such materials used for any purpose other than performance of the Consultants' obligations under this contract without the prior written consent of the Partnership.

- g. No services or assistance shall be performed by the Consultant under this Agreement on any lands owned by the Consultant or in which he/she has an interest, or for any services for which he/she is retained or reimbursed by a landowner.
- h. All books, records, reports, documents, accounting procedures and practices of the Consultants relative to this Agreement are subject to the examination of the County and State Auditor, and the District as appropriate, in accordance with the provisions of Minnesota Statute 16B.06, subd. 4 (1984).
- i. Any amendments to this Agreement shall be valid only when stated in writing and duly signed by the parties.

DISCLAIMER

This proposal is a draft copy given to the Consultant as a general idea of terms and conditions of a contract providing qualified professional technical assistance to help guide the One Watershed One Plan planning process and meeting facilitation.

IN WITNESS WHEREOF, the parties have subscribed their names as the date first written.

Consultant:

Partnership Chair:

Printed Name and Title

Printed Name and Title

Signature

Signature

Date

Date

Bylaws of the Mississippi River Headwaters One Watershed One Plan
Policy Committee

Beltrami County, Beltrami Soil and Water Conservation District, Cass County, Cass Soil and Water Conservation District, Clearwater County, Clearwater Soil and Water Conservation District, Hubbard County, Hubbard Soil and Water Conservation District, Itasca County, Itasca Soil and Water Conservation District

DRAFT

ADOPTED _____

(date adopted)

These bylaws establish rules governing the conduct of business by the Mississippi River Headwaters One Watershed One Plan Policy Committee. Adopted on _____.

ARTICLE I: PURPOSE

1. The purpose of the Mississippi River Headwaters One Watershed One Plan Policy Committee is to recognize the importance of partnerships to plan and implement protection and restoration efforts pertaining to that area within the Mississippi River Headwaters Watershed.
2. The Mississippi River Headwaters One Watershed One Plan Policy Committee is a memorandum of agreement, pursuant to Minnesota Statutes 471.59. Member local units of government are Beltrami County, Beltrami Soil and Water Conservation District, Cass County, Cass Soil and Water Conservation District, Clearwater County, Clearwater Soil and Water Conservation District, Hubbard County, Hubbard Soil and Water Conservation District, Itasca County, Itasca Soil and Water Conservation District.

3. ARTICLE II: MEMBERSHIP PROVISIONS

1. The membership of the Policy Committee shall be comprised of one (1) member, designated by the board of each member local unit of government. Each local unit of government may designate one alternate member to serve on the Policy Committee.
2. Members of the Policy Committee shall serve for until the expiration of the Memorandum of Agreement to run concurrently with each Policy Committee member's term on his/her respective board.
3. In the event that a member of the Policy Committee resigns or is otherwise unable to complete his or her term, the member shall notify his or her appointing authority of the vacancy as soon as practicable. The local unit of government shall appoint a replacement member as soon as possible.
4. A Policy Committee member shall not take any action that may materially benefit the financial interest of that member, a member's family member, or a member's close associate, unless and until that member first discloses that interest for the record. The member who so discloses an interest may be present to answer questions related to that interest, but shall not advocate for nor vote on the action. If a Policy Committee member concludes that his or her interest does not create a conflict, but that there may be an appearance of a conflict, he or she shall disclose the interest for the record before participating in discussion or voting on an action.

ARTICLE III: OFFICERS

1. The Officers of the Policy Committee shall consist of a Chairperson, Vice Chairperson, and a Secretary elected by members of the Policy Committee at their first meeting.
 - a. The Chairperson shall:
 - i. Serve as Chairperson for all meetings; and
 - ii. Sign and deliver in the name of the Partnership any correspondence pertaining to the business of the Partnership.
 - b. The Vice Chairperson shall:
 - i. Discharge the Chairperson's duties in the event of the absence or disability of the Chairperson.
 - c. The Secretary shall:
 - i. Maintain records of the Partnership.
 - ii. Certify records and proceedings of the Partnership.
 - iii. Ensure that minutes of all Policy Committee meetings are recorded and made available in a timely manner to the Policy Committee, and maintain a file of all approved minutes including corrections and changes.
 - iv. Provide for proper public notice of all meetings.
 - v. The Secretary may delegate a representative to record the minutes and perform other duties of the Secretary. The elected Secretary will sign the official minutes of all meetings following approval by the Policy Committee.
2. An Officer will serve until replaced by the election of a successor. No Policy Committee member may hold more than one office at a time.
3. In the event that an Officer cannot complete his or her term of office, the Policy Committee shall immediately elect from among its members an individual to fill the vacant position. The individual to be elected may not already be serving as an officer of the Policy Committee.
4. The Policy Committee will request the respective local unit of government participant to replace their representative member if that representative member misses two (2) consecutive meetings without notice to the Chairperson.

ARTICLE IV: MEETINGS

1. All meetings of the Policy Committee will comply with statutes and rules requiring open and public meetings.
2. The conduct of all meetings of the Policy Committee shall be generally governed by the most recent edition of Robert's Rules of Parliamentary Law.

3. A quorum of the Policy Committee shall consist of a simple majority of the members.
4. All votes by Policy Committee members shall be made in person, and no member may appoint a proxy for any question coming before any meeting for a vote.
5. Notice of Policy Committee meetings and a proposed agenda shall be provided to all Policy Committee members not less than seven days prior to the scheduled meeting date of the Policy Committee.
6. The minutes of any meeting shall be made available to all Policy Committee members prior to the next meeting.

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ARTICLE V – VOTING

1. A motion or resolution shall be approved by a favorable vote of a simple majority of the members present, provided enough members are present to make a quorum.
2. A supermajority vote of 75 percent of those members present shall be required for final plan approval for submittal to review.

ARTICLE VI – COMPENSATION

1. Policy Committee members may be compensated by the member local unit of government they represent for meetings and expenses incurred, according to the policies of the local unit of government.
2. Policy Committee members may not be compensated for meeting time and expenses using funds granted by the state for the purpose of developing the *One Watershed, One Plan*.

ARTICLE VII – SUBCOMMITTEES OF THE POLICY COMMITTEE AND OTHER COMMITTEES

1. The Steering Team may appoint subcommittees for the purpose of assisting the Policy Committee in the performance of its duties. Except for a Policy Committee member appointed to a subcommittee, no other member of a subcommittee shall be able to make motions for consideration to the Policy Committee, or vote on matters put before the Policy Committee.
2. The Policy Committee shall appoint an Advisory Committee and act to approve all Advisory Committee members. The Advisory Committee will routinely advise the Policy Committee on the content and development of the *One Watershed, One Plan*, on plan implementation, and on issues of policy and administration related to the plan.
 - a. A member of the Policy Committee or an alternate will be assigned by the Chairperson to meet with the Advisory Committee as an ex-officio member.
 - b. Each Partnership member local government unit may designate a representative to the Advisory Committee.

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- c. The Advisory Committee shall also include representatives from Minnesota’s principal water management or plan review state agencies (Board of Water and Soil Resources, Department of Agriculture, Department of Health, Department of Natural Resources, and Pollution Control Agency). Each agency will designate a lead contact person from its agency to participate on the Advisory Committee. Additional agency or other persons may participate as Advisory Committee members depending on the desire of the Policy Committee or the needs of the Advisory Committee.
- f. The Advisory Committee may form subcommittees to increase Advisory Committee effectiveness or to address specific topics or project areas. Each subcommittee shall report to the Advisory Committee.

ARTICLE VIII: MEETING LOCATION

- 1. All regular meetings of the Mississippi River Headwaters One Watershed One Plan Policy Committee will be held at Beltrami County Administration Building (701 Minnesota Avenue, Bemidji MN 56601). The Policy Committee may, at its own discretion, change the location.

ARTICLE IX: MISCELLANEOUS

- 1. Portions of these bylaws may be suspended temporarily by a two-thirds vote of the Policy Committee.
- 2. Addition to, alteration, or repeal of any part of these bylaws by the Policy Committee may be made at any meeting by a majority of the full membership, provided that thirty (30) days advance written notice of the proposed change has been given to each member of the Policy Committee.
- 3. Beltrami Soil and Water Conservation District shall maintain the Mississippi River Headwaters One Watershed One Plan Policy Committee official records and requirements of the BWSR grant agreement. The maintenance and disposition of these records shall be in accordance with applicable laws.
- 4. All expenses incurred by the Mississippi River Headwaters One Watershed One Plan must have prior approval of the Policy Committee, and include a signed claim form itemizing expenses that is submitted to the Beltrami SWCD for payment. All claims must be submitted no more than ninety (90) days after the month in which they were incurred, but must be thirty (30) days prior to the termination of the grant agreement.
- 5. All staff expenses incurred by the Beltrami Soil and Water Conservation district must have prior approval of the Policy Committee, and include a signed claim form itemizing expense that will be submitted to the Policy Committee for payment.

6. These bylaws are intended to be consistent with applicable provisions of Minnesota Statutes Chapters 103B, 103C, and 103D. In all cases of omission or error, Minnesota Statutes Chapters 103B, 103C, and 103D will govern.

ARTICLE X – CERTIFICATION

1. These By-laws were adopted by a vote of _____ ayes and _____ nays by the members of the Policy Committee on _____, 20__.

(Beltrami County)

(Beltrami Soil and Water Conservation District)

(Cass County)

(Cass Soil and Water Conservation District)

(Clearwater County)

(Clearwater Soil and Water Conservation District)

(Hubbard County)

(Hubbard Soil and Water Conservation District)

(Itasca County)

(Itasca Soil and Water Conservation District)

Individual Appointed Stakeholders:

County	Stakeholder	Stakeholder Group	Background
Hubbard SWCD	Russ Johnsrud Home - 218.732.8411 Cell – 218.820.5330 Email- rejoh@unitelc.com	Multiple	Former NRCS President of Minnesota Deer Hunters Township Supervisor Northern Waters Land Trust
Hubbard SWCD	Gary Roerick Email – groerick@paulbuyan.net	Forestry	Former US Forest Service – Timber Sale Admin
Hubbard SWCD	Sharon Natzel Home – 218.732.5749 Cell – 763.355.7908 Email – sharonmnatzel@gmail.com	Lakeshore	Advisory Committee for Leech Lake 1W1P President of Hubbard COLA Water Sampling volunteer
Hubbard County	Erik Buitenwerf	Multiple	Hubbard County Environmental Services
Cass County	John Ringle	Multiple	Cass County Environmental Services
Cass County	Will Pehling	Multiple	Cass SWCD supervisor
Itasca SWCD	Richard Lacher 218-659-4511 rglacher@paulbunyan.net	Lakeshore	Bigfork River Board Itasca County Township Association Itasca County Water Plan Implementation Committee Coordinates Northern Itasca County River Watch

Other Stakeholder Group Representatives:

Stakeholder	Stakeholder Group	Potential Contact
NRCS Local Staff – can provide technical and financial assistance to citizens in conservation planning, agricultural BMPs, and forestry.	Agriculture	Dan Pazdernik – Hubbard DC
Ag producer	Agriculture	No Reply
County Lake Association Groups – these groups are association of all the lake associations within each county.	Lakeshore	BCLARA – Curtiss Hunt, President Hubbard COLA – Sharon Natzel, President Itasca COLA – No Reply Cass ACCLakes – No Reply
Itasca Waters – “citizen-driven organization working on the frontlines of water quality issues in Itasca County, Itasca Waters leverages a unique blend of partnerships. As a whole, the organization works to implement, support, and promote research, education, and public outreach activities, all with the goal of maintaining abundant clean waters in the county.” – itascawaters.org	Lakeshore	No Reply
Sporting Groups	Lakeshore	Izaak Walton League – Perry Loegering Trout Unlimited – No Reply
Cities	Urban	City of Bemidji – Sam Anderson Joining Planning Board, Bemidji - Jamin Carlson, JPB assistant planner
MN Association of Townships	Urban	District 12, Mel Milender
County Highway	Urban	Beltrami – Bruce Hasbargen, County Engineer
MN DOT	Urban	District 2 – TBD
Timber Industry	Forestry	Forest Service – Eric Raitanen, Fish Biologist
Leech Lake Band of Ojibwe	Independent Government	Ben Benoit, Environmental Director Eric Krumm, Water Resource Specialist

Mississippi River Headwaters One Watershed, One Plan	Policy Committee Meeting #2	Date: February 28, 2019
		Time: 9:00am-12:00pm
		Location: Beltrami Administration Building, 701 Minnesota Street NW, Bemidji, MN 56601

Staff Support: Zach Gutknecht

Note taker: Megan FitzGerald

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

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

BWSR Staff: Chad Severts Board Conservationist, Jeff Hrubes Clean Water Specialist, Julie Westerlund One Watershed, One Plan Coordinator

Pre-work: Review: Budget, Work Plan, Schedule, and Bylaws

Please bring: 1W1P binder

Attendees

- | | |
|------------------------------------|---------------------------------------|
| David Peterson, Cass SWCD | Dick Downham, Cass County |
| Andy Ahrens, Itasca SWCD | Ted Lovdahl, Itasca SWCD |
| John Ringle, Cass SWCD/County | Jamin Carlson, GBAJPB/City of Bemidji |
| Marcel Noyes, Hubbard SWCD | Brent Rud, Beltrami SWCD/ESD |
| Ted Van Kempen, Hubbard County | Craig Gaasvig, Beltrami County |
| Dean Newland, Clearwater County | Jeff Hrubes, BWSR |
| Harlan Strandlien, Clearwater SWCD | William Lee, Hubbard SWCD |
| Chester Powell, Clearwater SWCD | Chad Severts, BWSR |
| Julie Westerlund, BWSR | Megan FitzGerald, Beltrami SWCD/ESD |
| Zach Gutknecht, Beltrami SWCD | |

Agenda Items

Topic
<p>Introduction Activity</p> <ul style="list-style-type: none"> Committee members completed an activity evaluating past and present water planning efforts in their counties based on resource quality and accomplishments. They also noted what they hoped to achieve in future plans and what success in water planning would look like. Members worked in small groups, then came together to share ideas with the entire group. Common concerns in past efforts were declining water quality, lack of concern over resources, and industrial pollution. Since planning efforts have increased water quality in the watershed, common future goals are to either maintain or improve current resource conditions. The second part of the activity was to rank what members would like to see in the Mississippi Headwaters 1W1P: rankings for plan effort ranged from status quo to proactive, while rankings for implementation ranged from low to high. Many noted the desire to have a plan with more emphasis on implementation.
<p>Appoint Chair and Officers</p> <ul style="list-style-type: none"> Members were asked to volunteer to be Chair, Vice Chair, and Secretary. Members will be appointed on a trial basis, and are not committed to serve throughout the planning process: <ul style="list-style-type: none"> Chair – Craig Gaasvig, Beltrami County

- Vice Chair – Ted Van Kempen, Hubbard County
- Secretary – Dean Newland, Clearwater County

Setting up the Advisory Committee and members

- The Advisory Committee must include staff representatives from each county, SWCD, and multiple state agencies, and should include representatives from a broad spectrum of organizations or groups. The purpose of this committee is to make recommendations to the Policy Committee, and the bulk of content development will come from this group. The group will meet 6-7 times over the course of the planning process, and will ideally include less than 25 people. Two different options for setting up the Advisory Committee were presented:
 - Option 1 consists of stakeholder group representatives (NRCS, lake association groups, timber industry, etc.). This option does not consider geopolitical boundaries in favor of identifying all the stakeholders within the watershed. It provides a wide and equal distribution of input from a large number of groups, but does not necessarily provide equal representation for all LGU partners.
 - Option 2 consists of stakeholder representatives by county – each member LGU appoints a stakeholder to the Advisory Committee. This option has been used in the majority of 1W1P processes. It allows for equal representation for all partners, but does not necessarily include stakeholder groups included in Option 1.
- Members mentioned other stakeholder groups that might be included, particularly sporting groups and water planning groups.
- Members decided to try Option 2, with each member LGU appointing one stakeholder to the Advisory Committee. Members will try to find individuals who can represent multiple interest groups simultaneously in an effort to get diverse interests in representation. Policy Committee members can serve on the Advisory Committee, but must be aware of the different roles of the committees.
- Members should email Zach their recommendations for Advisory Committee members, including name, contact info, and groups they can represent, by March 8.

Review Bylaws (drafted by the Steering Team)

- The bylaws drafted by the Steering Team are based on the BWSR template for 1W1P bylaws. Bylaws specific to the Mississippi River Headwaters 1W1P include:
 - Meeting location – All regular meetings of the Mississippi River Headwaters 1W1P Policy Committee will be held at the Beltrami County Administration Building, 701 Minnesota Ave. Bemidji, MN 56601. Policy Committee may, at its own discretion, change the location.
- Beltrami County will act as the fiscal agent for the 1W1P, and the Beltrami SWCD Board will approve spending at their monthly meetings so the Policy Committee does not need to meet monthly. Because they are the fiscal agent, they will bring all payment requests by Beltrami before the Policy Committee before payment. Language formalizing this will be added to the final draft bylaws to be voted on by the Policy Committee in March.

Discuss the use of consultants

- The Steering Team recommends contracting with a facilitator to advance Advisory Committee meetings – other 1W1P have found that having a facilitator leads to more productive and efficient meetings. Once the grant agreement is signed, staff will develop tasks and deliverables for the facilitator. Staff will get a minimum of three quotes for meeting facilitation and bring them to the Policy Committee for decision and approval.
- The Steering Team also recommends the use of a graphic designer/editor when the plan is nearing completion.

Break

1W1P Orientation

- Julie Westerlund, BWSR, provided an overview of 1W1P, including the background, timeline, and vision of the program. She also presented BWSR tools and resources that can offer assistance in navigating the planning

process, including program policy documents, operating procedures, planning and in-kind tracking requirements, and the 1W1P guidebook.

Review and approve recommended grant work plan, budget, and schedule

- Zach provided a brief summary of the updated workplan. There was a consensus to approve the workplan.
- An updated version of the budget was presented. The updated budget displays a more detailed breakdown of planning costs, and categories were adjusted to reflect specific tasks found in the workplan. There was a consensus to approve the budget.
- An updated timeline was presented. Updates include numbered subtasks that reflect those in the workplan. There was a consensus to approve the timeline.

Notifying Plan Review Authorities

- Zach will be notifying state agencies and other stakeholders that the Mississippi River Headwaters 1W1P is moving forward, and will invite them to provide feedback about the upcoming planning process.

Discuss future agenda items & schedule next meeting

- Agenda items for the next Policy Committee meeting include finalizing pre-planning strategies and a possible presentation by the MPCA reviewing the Watershed Restoration and Protection Strategies (WRAPS).
- The Policy Committee's next meeting will be held on Thursday, March 28 from 9am-12pm.